

Campus Advocacy Coordinator

Job Description

Title:	Campus Advocacy Coordinator
Reports to:	Director of Sexual Assault Services
FLSA Status:	Non-exempt
Wages:	\$23.56/hour
Job Type:	Full-time; On-site
Location	San Diego State University

Summary: In collaboration with SDSU, the Campus Advocacy Coordinator (CAC) coordinates and provides on campus, in-person trauma-informed services, advocacy, and case collaboration to victims/survivors of sexual assault (SA). Provides resource information, education, and outreach assistance to SDSU campus on the topics of SA services and prevention. Provides follow-up services for SA victims/survivors at SDSU. Also provides crisis intervention and resource/referral services both in-person and by phone to SA victims/survivors on the SDSU campus seeking legal assistance, counseling, and other various supports related to SA. Seeks out and maintains relationships with complementary campus departments and outside organizations in order to build capacity on and off campus to expedite better results for SA victims at SDSU.

Essential Functions:

- Provides crisis intervention, victim advocacy, court prep, follow-up supportive services, accompaniment to sexual assault-related appointments with an emphasis on campus hearings, and other judicial systems, information, referrals, prevention education, and professional training.
- Provide services to survivors which include empowering, client-centered problem solving; education on choices and rights; and linkages to a wide range of campus and CCS services and resources.
- Provides and coordinates SA services in conjunction with the countywide Sexual Assault Response Team (SART), campus and local law enforcement, the District Attorney's office, and campus services.
- Advocates on behalf of SA survivors within various systems including campus/education, social service, housing, finance.
- Educates SDSU staff, faculty, students, and professionals connected to the university on SA and CCS services.
- Assist campus and community groups, agencies, and organizations in creating SA response protocols as directed.
- Attend and participate in SDSU and multidisciplinary meetings, including bi-monthly SART meetings, and others as assigned.
- Participate in regular meetings with supervisor, site team, department meetings, trainings, and development opportunities as assigned.
- Maintain a working knowledge of SDSU campuses and San Diego County resources.
- Foster and maintain constructive working relationships with campus administration, law enforcement and key community partners and members.
- Maintain client confidentiality by protecting client information and ensuring that appropriate paperwork is understood and completed by clients (e.g., consent for services forms and release of information forms when collaborating with other programs/entities). Adhere to agency policies and protocols related to the security of electronic client service records.
- Provide relevant data with full working knowledge of EO1095.
- Work closely with students to advocate within the Title IX as well as work closely with the Title IX team.
- Build professional relationships with clients to create an atmosphere of empathy, safety, and support.
- Work to eliminate barriers to service, particularly for survivors from historically oppressed communities.
- Other duties as assigned.

Job Requirements:**Education:**

- Bachelor's Degree in social work, counseling, criminal justice, public health, or related field.
- Completion of California State-approved Sexual Assault/Domestic Violence Crisis Intervention Training required (or must complete upon hiring).

Experience:

- Minimum two (2) year experience providing services to victims of SA, IPV or stalking.
- Minimum of one (1) year experience providing crisis intervention

Preferred Experience:

- Master's Degree preferred.
- Advanced knowledge and experience providing trauma-informed crisis intervention and advocacy techniques.
- Experience working in a campus setting highly desired.
- Experience working across disciplines, including medical, law enforcement, and court.

Core Competencies:

- Adaptability and flexibility while working in a dynamic work environment.
- Strong interpersonal and communication skills, including conflict resolution skills.
- Must demonstrate respect for cultural diversity in all its forms, including race, ethnicity, sexual orientation, abilities, genders and gender identities and religious backgrounds.
- Must maintain confidentiality and respectful communication at all times.

Working Environment:

This job operates in an office setting. Ability to work with in IPV, SA, and stalking fields. Working conditions may include possible exposure to communicable diseases related to those typically found in a social service setting. Must maintain personal cell phone for work-related purposes. This position is classified as critical and essential under Public Health Authority.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Some travel may be required (up to approximately 10% mostly within San Diego County). Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

Work Hours

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

To Apply: Please submit your resume and cover letter to Maria Outcalt-Smith at MOutcalt-Smith@ccssd.org

CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures.