



JOB DESCRIPTION

- Position:** Sexual Assault/Rape Crisis Program Director
- Reports to:** Executive Director
- Supervises:** Sexual Assault/Rape Crisis staff and volunteers

Primary responsibilities: Oversees all management aspects of Sexual Assault/Rape Crisis Services to include hiring and supervising of staff and case management.

1. Initiates, develops, and implements the agency's plan for serving the needs of victims of sexual assault and significant others on a 24 hour basis in Cumberland County.
2. Responsible for hiring and supervising sexual assault staff. Supervises interns as needed.
3. Works with Executive Director and sexual assault staff to plan and implement Sexual Assault program.
4. Ensures ongoing case management occurs through weekly staff meetings and monitoring of case files.
5. Carries a small caseload, providing a variety of supportive services to adult and child victims of sexual assault and their significant others. Co-facilitates support groups as needed.
6. Oversees provision of 24 hour Hotline, accompaniment to medical and legal proceedings, counseling and therapy services, prevention/education, individual and systems advocacy, and public relations.
7. Provides hotline back -up on a regular, rotating basis in collaboration with other sexual assault staff.
8. Covers occasional hotline shift on evenings and weekends when volunteers are unavailable.
9. Maintains strict standards of confidentiality of clients at all times, meeting PCAR standards.
10. Promotes service through contacts with police stations, schools, and other agencies that refer clients to the agency's sexual assault program.
11. Maintains records according to standards of funding sources and submits statistical information and reports as required.

12. Works with IT consultant to maintain and update the database used for case management and the production of reports for funders.
13. Responsible for grants management, including outcome collection and reporting, working in collaboration with administrative staff.
14. Working with Director of Finance & Administration, monitors budget for program area.
15. Fosters relationships with colleges within Cumberland County and oversees contractual arrangements for direct services and prevention education with campuses.
16. May provide community education programs and public relations which result in increased public awareness of the problems associated with sexual assault.
17. Participates in staff meetings and Association events as required.
18. Completes 40 hours of training as mandated by PCAR.
19. Performs other duties as assigned including acting liaison with community partners on such committees or panels as needed. Serve on agency's Empowerment Committee and Sexual Assault/Rape Crisis Advisory Council.
20. Attends various meetings and conferences. Overnight travel occasionally required. Networks with related community resources and participates in meetings throughout the state as a member of PCAR's PA Association of Sexual Assault Centers.
21. Flexible schedule required – may need to work evening and occasional weekend hours.

QUALIFICATIONS

- Master's degree in social work/or related field.
- Valid Pennsylvania Driver's License and willingness to travel as needed.
- Commitment to serving all clients in a manner which facilitates healing and empowerment.
- Two years' supervisory experience.
- Ability to provide current, acceptable clearances in accordance with agency policies.
- Has or acquires basic knowledge of YWCA computer system (Windows, Microsoft Office).
- Commitment to YWCA mission of Eliminating Racism and Empowering Women and Girls.

Signature

Date

Nov 2017