



**REBUILDING HOPE!
SEXUAL ASSAULT CENTER FOR PIERCE COUNTY**

JOB DESCRIPTION

Education and Resource Coordinator

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire an Education and Resource Coordinator to lead the organization's community-level approach to providing prevention and community education initiatives across Pierce County and to lead specialized efforts to build stronger service connections between sexual violence survivors and local shelter, housing and relocation resources.

Rebuilding Hope's mission is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change towards reducing instances of sexual violence in our community and who have the capacity to serve survivors seeking support following sexual assault or abuse.

Rebuilding Hope! is committed to developing a team of staff who reflect the diverse demography of our community and who represent the populations who are disproportionately impacted by violence. We strongly encourage members of our Black, Indigenous, LGBTQ+, culturally diverse and differently-abled communities to apply.

Nature of Work:

This is a full-time position involving substantial knowledge of providing client advocacy services and resources specific but not limited to housing and relocation support for sexual violence survivors as well as Prevention Education and professional training needs within the agency and throughout the community. This employee will be expected to work extensively throughout the community to enhance current collaborations and to develop partnerships with

other community agencies to further build on Rebuilding Hope's capacity to provide services. This position also involves professional sexual assault awareness training development and delivery for the community, prevention curriculum planning and outreach etc. The Education and Resource Coordinator has a wide scope for exercising initiative and judgment, subject to the policies and procedures of the agency and the direction of the Deputy Director, while also fostering a team-oriented mindset. This is an exempt position. The Education and Resource Coordinator will balance their time and capacity to evenly serve the needs of both prevention and community education and direct client services.

Responsible to: Deputy Director

Responsibilities

1. Maintain current training and awareness on best practices for facilitating confidential, client-led sexual assault victim advocacy services to primary and secondary victims.
2. Foster awareness on mandatory reporting requirements and practices in order to personally comply.
3. Develop and maintain partnerships with community organizations and system partners as well as current or prospective prevention/education audiences/groups.
4. Participate in coalitions that are relevant to the Agency's mission.
5. Provide on-site advocacy services as needed upon the arrival of drop-in clients or when scheduled advocates are unable to facilitate standard general, medical and/or legal advocacy services requested through the Crisis Line.
6. For the purposes of providing information and education to the community we serve, provide up to date information around current events relevant to the Agency's work. Work collaboratively with identified staff to facilitate conversations via social media platforms.
7. Provide professional trainings and/or participate in public speaking engagements on behalf of the agency when the Director is unavailable to do so.
8. Assist with the development and maintenance of the Rebuilding Hope's resource library and training materials relevant to the STEP, Advocacy, Prevention and Therapy programs.

9. Work collaboratively with all Program Coordinators, Directors and Managers.
10. Directly assist with the biannual updating of the Department's Resource Binder and/or assist with supervising Departmental volunteers, staff or interns who are assigned to do so.
11. Actively promote the agency's name and mission to Pierce County and the City of Tacoma communities.
12. Participate in scheduled agency staff meetings and assigned special projects committees.
13. Work cooperatively with and assist other staff members when appropriate.
14. Complete all required data collection/reporting methods as instructed by the Director.
15. Complete 30+ hours of sexual assault training (provided by Rebuilding Hope! Or other approved Core training) and the 5 hour online prevention orientation.
16. Must maintain at least 12 hours of ongoing training annually that is approved by the Director.

Prevention Education

The Education and Resource Coordinator is responsible for ensuring the implementation of prevention strategies and principles in order to increase awareness and prevention skills throughout the community. This is accomplished by working with the Deputy Director to provide ongoing outreach in the community to market and facilitate prevention services and professional trainings.

Specific responsibilities include:

- Building and maintaining relationships throughout the community (Pierce County), to include systems and community-based professionals as well as community members; and
 - Can include OSPI, local school districts and coalition groups, prevention-providing non-profit agencies, South Sound Prevention Coalition (SSPC), Sexual Health Advisory Group (SHAG) and #bettertogether.
- Supervising and delegating activities to volunteers and/or interns who participate within the Prevention Education Department or other departments as approved by the Director; and
- Remaining current with prevention literature and the principles/standards

- of sexual violence prevention; and
- Updating and creating prevention curriculum and educational materials to ensure compliance with prevention standards according to OCVA and WCSAP; and
- Presenting prevention curriculum and educational materials to schools and youth programs in the community as requested; and
- Developing and improving methods of measuring the efficacy of prevention interventions; and
- Inputting Prevention Education activities into the Office of Crime Victim Advocacy Database (Infonet) and/or for any additional funders towards prevention education programming; and
- Organizing and facilitating the Basic Sexual Assault Awareness (Core) Training three times each year under the Director's supervision; and
- Coordinating or assist in coordinating other opportunities for community education that emerge; and
- Ensuring that all mandatory reports are made as required.

Advocacy - Housing & Relocation Resource Coordination

The Education and Resource Coordinator is responsible for coalition building with local shelters, housing and rental assistance providers, as well as developing specific partnerships with those providers. The Coordinator will also be responsible for organizing housing/relocation resources to train all direct service staff to identify for clients, receiving and providing initial approval for EFA (Emergency Financial Assistance) requests from all direct service staff, attending local relevant coalitions and task forces that address homelessness and housing services across Pierce County. The Coordinator will also stay up to date on local/national current events relevant to the Agency's work and monitor discussions on the Agency's social media platforms. In addition, the Coordinator will be expected to support Advocacy and STEP with providing direct services to clients when program staff are unavailable or when deemed necessary by the Deputy Director. This includes but is not limited to general/legal advocacy and coverage on the hotlines.

Qualifications

The Education and Resource Coordinator must have an extensive working knowledge and awareness of the basic issues involved in sexual violence and trauma; how to facilitate and develop partnerships with community organizations; how to effectively foster leadership with a team of volunteers, interns and staff; sexual assault/violence prevention techniques; and public speaking and training. Knowledge of WA state prevention standards and techniques is a must and this position requires a person with the ability to self-motivate and be creative. Strong knowledge and experience working with Microsoft Office and Google Drive/Apps is preferred.

The required experience and training for the Education and Resource Coordinator includes a bachelor's degree in Human Services (or equivalent), plus two years experience in providing advocacy services, outreach and awareness to include prevention; **or** a combination of four years of relevant education, training and experience to include direct client service *and* professional education experience.

Transportation: The Coordinator must have their own means of transportation in order to attend meetings and to travel throughout the County providing Prevention services; mileage is reimbursed for this position.

This is an Exempt position. This position pays \$18.00-\$20.00/hour depending on qualifications and experience. This is a grant-funded position and is secured through June 30, 2022 with a strong likelihood that funding will be sustained beyond this date. Though this is not a guarantee. We are an equal opportunity employer. Candidates must be able to pass a finger-print background check that covers Washington state and national jurisdictions. Rebuilding Hope offers an excellent benefits package.

To apply, please submit both a cover letter and current resume to administration@hopesacpc.org with the subject line reading: Education and Resource Coordinator Application.