

# Sexual Assault Response Team Manager

## Job Description

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<b>Title:</b>	Sexual Assault Response Team Manager
<b>Reports to:</b>	Associate Director of Sexual Assault Services
<b>FLSA Status:</b>	Exempt
<b>Salary:</b>	\$50,000/Annual
<b>Job Type:</b>	Full Time
<b>Location:</b>	North County Office (Escondido)

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**Summary:** The Sexual Assault Response Team (SART) Manager position is part of CCS' Sexual Assault Services (SAS) program for the County of San Diego. Oversees all operations of the SART 24/7 forensic exam accompaniment program, including supervision of part-time staff and volunteers. Coordinates schedules of staff Emergency Responders and volunteer Advocates, ensures training requirements are met, and creates an environment sustaining volunteer engagement. Seeks out and maintains relationships with community partners to build capacity to expedite and improve results for sexual assault victims. Provides telephonic support to volunteers providing exam accompaniment. Provides confidential crisis intervention, advocacy, support, safety planning, and resources to sexual assault survivors, as needed.

### Essential Functions:

- Program Quality Assurance: ensure round-the-clock SART services are provided and documented according to agency and contract protocols, policies, and standards
- Recruit, hire, train, supervise, evaluate and schedule staff and volunteer SART Advocates
- Ensure self and SART staff and volunteers establish and maintain "Sexual Assault Victim Counselor" status as defined by California Evidence Code § 1035.8 by completing the initial training and required annual hours of ongoing training (currently 12 hours)
- Provide crisis intervention, safety and immediate needs assessment, peer counseling, and advocacy when required
- Advocate on behalf of sexual assault survivors within various systems to meet the survivors' needs
- Maintain positive and professional relationships with the SAS team, CCS staff and volunteers, community service providers, law enforcement personnel, and forensic nurse examiners
- Thoroughly document all interactions with staff, volunteers or survivors using required format, in a timely manner
- Accurately document hours worked using designated electronic timekeeping program and submit electronic time cards and personnel and departmental paperwork according to agency standards
- Participate as a member of CCS' Program Leadership Team meetings and provide on-call support to CCS SART and residential programs
- Other duties as assigned

**Job Requirements:****Education:**

- Bachelor's Degree in counseling, human services or related field or equivalent combination of education and experience

**Experience:**

- Minimum one (1) year experience working with sexual assault, intimate partner violence and/or crisis intervention
- Minimum one (1) year experience supervising and evaluating staff and volunteers

**Preferred Experience:**

- Crisis counseling experience highly desirable
- Bilingual/Multilingual fluency of one or more languages (Written and Oral)

**Core Competencies:**

- Complete California State-approved Domestic Violence and Sexual Assault Crisis Intervention Training, complete a minimum of 12 hours of ongoing training per year as required (or must complete upon hiring)
- Maintain confidentiality and professionalism at all times
- Adaptability and flexibility while working in a dynamic work environment
- Ability to work well with law enforcement and medical staff
- Strong interpersonal and communication skills, including conflict resolution skills
- Strong computer skills, demonstrated proficiency in MS Office programs
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicities, sexual orientations, abilities, genders, and religious backgrounds
- Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment

**Working Environment:**

Must maintain personal cell phone for work-related purposes. Ability to work in intimate partner violence, sexual assault, and stalking fields.

**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 and 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:**

Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

Generally, 8:30 AM to 5:30 PM; some nights and weekends and on-call hours.

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**To Apply:** Please email a resume and cover letter to Maria Outcalt-Smith at: [MOutcalt-Smith@cccsd.org](mailto:MOutcalt-Smith@cccsd.org)