

## JOB DESCRIPTION

Position Title: Campus Advocacy Coordinator Department: Legal, Counseling & Adv Services  
Reports To: Campus Project Manager Wages: \$21.63/hr (approx. \$45,000/yr) starting  
Status: Non-exempt Category: Full-Time  
Location: San Diego City College (base office) Hrs/Schedule: 40hrs/wk; M-F 8:00am-5:00pm  
EEO: 2 WC: 8804

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**CCS Summary:** *Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. **CCS is an equal opportunity employer that strives to create an inclusive environment and a diverse workforce from all backgrounds, abilities, and cultures***

**San Diego Community College District (SDCCD)** is committed to creating a community response to student reports of sexual assault that is victim/survivor-centered, encourages reporting, enhances student safety, provides confidential and comprehensive support services to sexual assault victims/survivors, holds offenders accountable, and provides robust training and prevention programming.

**Position Summary:** In collaboration with SDCCD, 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 for selected college campuses on the topics of SA services and prevention. Provides follow-up services for SA victims/survivors at SDCCD campuses. Also provides crisis intervention and resource/referral services both in-person and by phone to SA victims/survivors at SDCCD campuses 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 SDCCD campuses. Works as part of the Sexual Assault Services (SAS) team and collaborates with all other CCS departments to provide comprehensive client services.

### Essential Job Functions:

#### 1. Advocacy Services

- Coordinate and provide crisis intervention, peer individual/group counseling, advocacy, accompaniment (forensic exams, detective interviews, and court), referrals, follow-up services and ongoing support to SA survivors at select SDCCD campuses. Direct services to survivors include empowering, client-centered problem solving; education on choices and rights; and linkages to a wide range of campus and CCS services and resources.
- Coordinate and/or provide 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. Advocate on behalf of SA survivors within various systems including campus/education, social service, housing, finance, legal, and health care.
- Organize and prioritize daily services and responsibilities to ensure that client needs are met.
- Ensure 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.
- Maintain SA Counselor status by completing required number of ongoing training on topics related to crisis intervention and ongoing support of domestic violence and SA survivors annually.

#### 2. Campus and Community Relations/Collaboration and Teamwork

- Educate SDCCD staff, faculty, students and professionals connected to the colleges on SA and CCS services. Assist campus and community groups, agencies and organizations in creating SA response protocols as directed.

- Attend and participate in SDCCD and multidisciplinary meetings, including bi-monthly SART meetings, and as assigned.
- Serve as a contributing member of SAS by participating in regular meetings with supervisor, site team, and department as well as trainings and development opportunities as assigned.
- Maintain a working knowledge of SDCCD campuses and San Diego County resources. Foster and maintain constructive working relationships with law enforcement and key community members.
- Provide and participate in cross-trainings to other SART components (i.e., SDCCD, law enforcement, District Attorney's office, Victim/Witness, and medical personnel).
- Maintain positive working relationships with services that provide culturally competent services to a variety of different populations and language needs.
- Maintain good working relationships with other CCS and SDCCD staff, volunteers, clients, community organizations, and SART members.

### 3. *Upholding Program Standards*

- Promote the safety and well-being of clients by modeling and encouraging healthy communication, safety-focused decision-making, and acceptance of diversity.
- Meet agency standards in regards to professionalism, safety, and service delivery when interacting with clients, community members, agency staff, and the general public.
- Ensure ongoing familiarization with all CCS programs and services, including eligibility requirements, in order to answer basic questions and refer clients accurately.
- Work as a team with all other CCS departments to provide comprehensive client services when needed. Participate in cross-training and team collaboration efforts as necessary.
- 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.

### 4. *Administrative Responsibilities*

- Protect client confidentiality and obtain written consents from clients to release confidential information when coordinating services for clients with other entities.
- Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client files and documentation are complete and up-to-date and submitted to supervisor as directed.
- Accurately, thoroughly, and promptly document client services, outreach, training, and other work duties using designated electronic information management system.
- Accurately document time and activities worked using designated electronic time-keeping program, and submit electronic timesheets and personnel and departmental paperwork according to agency standards and due dates.
- Maintain an up-to-date shared business calendar in Outlook as directed.
- Adhere to agency policies and protocols related to the security of electronic client service records.
- Update and maintain the agency's resource and referral guide according to protocol.
- Assist in evaluation of SAS program in conjunction with Associate Director of SAS.
- Carry out other duties as necessary to ensure organizational success. All CCS staff members are encouraged to be flexible and responsive to changes in scope of duties.

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### **Essential Job Requirements:**

#### **EDUCATION**

- Minimum bachelor's degree in social work, counseling, criminal justice, public health or related field, or equivalent combination of education and experience.

#### **EXPERIENCE**

- Demonstrated advocacy or crisis intervention experience with at least two years working with people impacted by sexual assault, intimate partner violence, stalking, or trauma.
- Experience working in a multicultural setting.

**REQUIRED SKILLS, KNOWLEDGE, SPECIALIZED TRAINING**

- Oral and written fluency in English and Spanish.
- Completion of CCS' California Governor's Office of Emergency Services-certified Domestic Violence/Sexual Assault Crisis Intervention Training required (or must be completed upon hiring). Establish and maintain "Domestic Violence and Sexual Assault Crisis Counselor" status as defined by California Evidence and Penal Codes and maintain current knowledge of crisis intervention by attending and providing documentation of ongoing trainings as directed.
- Strong oral and written communication skills and positive interpersonal relationship skills.
- Ability to understand and carry out oral and written instructions.
- Excellent time management skills. Ability to prioritize multiple tasks.
- Ability to work independently with general supervision.
- Excellent problem-solving skills, judgment, and ability to plan and accomplish projects.
- Knowledge of sexual and intimate partner violence issues and their impact on individuals and families.
- Proficiency in Microsoft Word, Excel, and Outlook, as well as data entry and internet research. Comfort in computer network environment.
- Strong oral and written communication skills and positive interpersonal skills that include self-reflection, setting boundaries, and processing difficult topics.
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds. Ability to work collaboratively in an ethnically, linguistically, and culturally diverse environment.

**PREFERRED SKILLS & QUALIFICATIONS**

- Master's degree in education, public health, social services or related field, or equivalent combination of education and experience.
- Experience with developing and enhancing community collaborations.
- Experience developing and giving presentations.
- Demonstrated ability to use electronic information management systems to document client services; experience using Efforts to Outcomes (ETO).

**PERSONAL CHARACTERISTICS**

- Commitment to CCS's mission, vision, and values.
- Capacity to balance and provide self-care while meeting the demands of a crisis-focused position.

**PRE-EMPLOYMENT REQUIREMENTS**

- DOJ/ FBI-level Live Scan background check (includes Child Abuse Central Index of California check)
- CA DMV driving record clearance.
- Must maintain personal cell phone for work-related purposes.
- Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Ability to sit for prolonged periods of time.
- Ability to lift and carry up to 20 pounds.
- Ability to sit and stand for prolonged periods.
- Ability to work in domestic violence, SA and stalking fields, which at times inherently create safety concerns.
- Ability to drive personal vehicle to serve clients in various locations of San Diego County.

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**To Apply: Please email your resume and cover letter to Maria Outcalt-Smith at [moutcalt-smith@ccssd.org](mailto:moutcalt-smith@ccssd.org)**