**DASI**

Domestic Abuse & Sexual Assault Intervention Services

**JOB DESCRIPTION**

**Position Title:** Sexua**l** Violence Response Team Manager

**Hours: Full**-time non-exempt, primarily a daytime position with some evening hours and on call SART coverage.

**Supervisor:** Director of Legal & Crisis Services

**Job Summary:** As the Sexual Violence Response Team (SVRT) Manager, the position will assist survivors and their loved ones by providing crisis intervention, emotional support, essential information, and referrals for the Sexual Violence Response Team Program. The SVRT Manager will provide support to both on-call staff/volunteers. The SVRT Manager will be responsible for building countywide capacity to respond to survivors through a high-quality, responsive, and sustainable CSVA (Confidential Sexual Violence Advocate) team. The SVRT Manager will share on call responsibility. The SVRT Manager will support countywide sexual violence response and provide technical assistance to professional and volunteer Confidential Sexual Violence Advocates (CSVAs). The SVRT Manager will be responsible for the coordination and facilitation of DASI’s volunteer, intern, and staff training, with assistance from the DVRT (Domestic Violence Response Team) Coordinator.

The staff person in this position is hourly, therefore eligible for overtime compensation. Telecommuting for all or part of the position’s weekly hours may be considered or required.

**Responsibilities**

**Direct Service:**

* Provide direct services, including crisis intervention, education, information, and referrals to victims of domestic, dating, and sexual violence, stalking, and/or trafficking in a nonjudgmental manner using an empowerment framework.
* Provide shared on call availability and responsibility, 24 hours, 7 days a week for the Sexual Assault Response Team (SART).

**Administrative:**

* Participate in the service evaluation process.
* Participation in program development.
* Recruitment through social media platforms.
* Develop and maintain professional relationships with community partners, FNE’s, Prosecutors Office, Ginny’s House, NJCASA (New Jersey Coalition Against Sexual Assault) and CSVA’s, court administrators, Superior and Municipal Court Judges and NJCEDV (New Jersey Coalition to End Domestic Violence).
* Participate in appropriate SART related subcommittees- SART Advisory Board.
* Maintain knowledge of existing resources/explore and share new resources.
* Effectively engage with allied stakeholders to increase capacity to prevent and respond to sexual violence.
* Attend statewide and community-based meetings and task forces as needed.
* Participate in the maintenance of records including but not limited to the purging of files at the end of each calendar year.
* Identify trends in client issues and needs.
* Employee eligible to document in client file.

**Training:**

* Provide ongoing training, technical assistance, and bimonthly SART/DVRT meetings

to volunteer advocates, in person, online/virtual, or through a hybrid model.

* Manage, facilitate and coordinate volunteer training and ongoing training for existing

volunteers in-person, online/virtual, or hybrid model.

* Manage, facilitate and coordinate with DVRT volunteer, intern, and staff training classes.
* Revise DASI’s 60 and 80-hour training curriculum as needed.
* Recruit, train, supervise, and support a cohort of professional and volunteer Confidential

Sexual Violence Advocates (CSVAs).

* Participate in DASI’s professional development plan.

**Grant Application, Compliance and Reporting:**

* Compile and submit monthly statistics in a timely manner.
* Assist Supervisor with quarterly reporting
* Work collaboratively with the DVRT Coordinator to follow all timelines and support organizational efforts assist with grant narratives.
* Record keeping of SART volunteer training and meeting attendance for grant reporting and compliance.

**Supervision/Support:**

* Provide regular supervision to volunteer advocates.
* Attend to issues of accommodation, comfort, self-care, and safety of advocates.
* Address and document problems in a timely and fair manner.
* Recognize the need for and seek supervision; use and accept feedback and integrate input into practice.
* Participate in regular individual and group supervision with Director of Legal and Crisis Services.
* Participate in ongoing domestic and sexual violence training.

**Program and Agency Support:**

* Assist with the Volunteer Appreciate Dinner and volunteer events.
* Provide support to other agency staff as needed.
* Participate in special projects as needed.
* Attend agency functions.
* Attend agency case conferences, in-service training, and staff meetings.
* Participate in upkeep of shared staff areas to ensure a clean, safe work environment.
* Network in the community, sit on local boards and committees, to establish and strengthen collaborative relationships with other service pros ideas and community groups.
* Represent DASI to the community and articulate agency philosophy, policies, and procedures.
* Assist the coordinator of community awareness events with the planning and implementation of agency events annually.
* Participate in the maintenance of records including but not limited to the purging of files at the end of each calendar year.
* Perform other essential duties as assigned.

**Qualifications:**

* Volunteer coordination and training experience preferred.
* Supervisory experience preferred.
* Excellent teaching/presentation skills required.
* Excellent interpersonal, organizational, and written communication skills required.
* Computer literacy required (Microsoft Applications: Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Internet including social media platforms).
* Able to organize, prioritize, and work independently with minimal supervision.
* Flexibility in terms of hours requires some evenings/weekends.
* Demonstrates an openness to work within a strength-based framework of empowerment.
* Feminist analysis of domestic violence and of the economic, social, and emotional barriers encountered by victims of domestic violence.
* Commitment to cultural humility, diversity and inclusion required.
* Completion of 80-hour domestic violence and sexual assault intervention course within three months.
* Valid Driver’s License, proof of current auto insurance, and reliable vehicle available during work hours. Driving agency van required at times.

***DASI reserves the right to change job duties and responsibilities as needed due to agency needs******and/or funding conditions or requirements.***

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