

CITIZENS AGAINST DOMESTIC & SEXUAL ABUSE (CADA)

POSITION: Community Domestic & Sexual Abuse Prevention Specialist
SUPERVISOR: Executive Director
FTE: 1 FTE (35 hrs. /wk.)

JOB DESCRIPTION:

CADA is a non-profit organization serving victims of domestic violence and sexual assault in Island County, Washington since 1979. We are members in good standing with both WSCADV (Washington State Coalition Against Domestic Violence) and WCSAP (Washington Coalition of Sexual Assault Programs).

Under the Direction of the Executive Director the Community Domestic & Sexual Abuse Prevention Specialist is responsible for implementation, coordination and facilitation of the agency signature programs with regards to the Survivor Centered Support Programs, Community Support programs, and Community Awareness Campaigns. This position works collaboratively with staff, youth, families, other agencies, school districts and the community to develop understanding and/or resiliency against interpersonal violence and sexual assault.

SPECIFIC DUTIES:

- Implement, coordinate, support , facilitate, update and market CADA Signature Programs & Fundraisers within Island County
 - Survivor Centered Support Programs
 - Community Support Programs
 - Community Awareness Campaigns
- Work in collaboration with staff, youth and families, other agencies, school districts and the community to develop understanding and/or resiliency against interpersonal violence by evaluating the community's most pressing needs.
- Identify and build positive relationships with leaders, stakeholders and other members of the school districts and learning communities in Island County.
- Facilitate CADA educational programs in schools, community centers, retirement centers, and outside agencies.
- Maintain and communicate expertise on sexual assault and domestic violence as these issues relate to children, to CADA staff and the Island County community.
- Institute the pertinent aspects of the CADA Board of Directors annual strategic plan.
- Maintain accurate and up-to-date service reports and records as required.
- Complete internal paperwork on time and enter accurately into online database systems.
- Assist with general community education and prevention events.
- Represent CADA at community and internal meetings as determined by the Executive Director.
- Facilitate material distribution and outreach within Island County
- Provide training and outreach project updates on a consistent basis to Executive Director about strategy, adjustments, and progress.
- Update and maintain training modules regarding CADA policies and Orientation.

ADVOCACY:

- Provide direct services to clients including crisis intervention, advocacy, information and referrals, safety planning, and other supportive services while on coverage of the 24-hour hotline , for one week on a rotating basis and in office front desk coverage and main office phone coverage every week.

GENERAL:

- Maintain client confidentiality at all times, except when compelled to share information by law or when the client has signed a release of information.
- Completion of all core services training and on-going continuing education requirements.
- Adhere to current and future standards and 'statements of work' pertaining to this position as required by current and future agency contracts.
- This position has "mandatory reporter" status under state law.
- Position requires flexibility in hours depending upon school calendar and evening presentations.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree and two years related experience or five years related experience in group facilitation and/or public speaking
- Education and experience in organizational training related skills and techniques
- Successful completion of 32 hours of accredited DV/SA training upon hire
- Must be willing to follow directions, work independently, and as a team member
- Ability to handle the stress of crisis work and respond to many demands simultaneously
- Must be able to maintain strict confidentiality
- Detail oriented and self-starter with leadership skills
- Ability to represent the agency to the public in a positive and professional manner at all times
- Ability to work collaboratively and effectively with community organizations
- Ability to establish and follow appropriate professional boundaries with clients, staff and community partners.
- Experience in the areas of domestic violence/sexual assault preferred.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Successful completion of a criminal background check.
- Proficiency in Microsoft Office and other related programs required, knowledge of Publisher and graphic software a plus.
- A valid US driver's license, adequate auto insurance and a reliable vehicle required.
- Proof of COVID Vaccination

I agree to perform these duties to the best of my ability:

Name: _____

Date: _____