



UNITED AGAINST SEXUAL ASSAULT OF SONOMA COUNTY

Job Description

POSITION: Crisis Intervention Coordinator

Summary of Responsibilities:

Under the direct supervision of UASA's Crisis Intervention Manager, provides coordination and implementation of crisis intervention services to maintain overall agency effectiveness in this area. Effectively coordinate intervention services and volunteers. Have a commitment to program innovation, multi-disciplinary collaborative approaches, and culturally competent and diverse programs.

Job Duties:

- In concert with Crisis Intervention Manager, identify, recruit, assist in training a diverse group (age, gender, background) of volunteers.
- In concert with Crisis Intervention Manager, provide direct ongoing supervision, support, transition, training and evaluation to all Intervention volunteers.
- Serve as liaison to 24/7 Crisis Line answering service to ensure effective communication.
- Coordinate 24/7 crisis line.
- Provide follow-up telephone calls and advocacy support to clients and crisis line counselors as needed.
- Provide medical/legal accompaniment services to survivors of sexual assault, as needed.
- Collect, maintain and input accurate confidential client information from counseling services, crisis line calls and accompaniments into TACT database system.
- Maintain Intervention Department files.
- Create and maintain monthly crisis line calendar with primary and back-up staffing.
- Maintain and update community referral list on a monthly basis.
- Maintain a positive, professional working relationship with volunteers, community members, Law Enforcement and medical/legal personnel.
- Effectively interact with a positive and professional attitude with the public, with agency staff, community and volunteers. Professional demeanor is required at all times.
- Adherence to all UASA Personnel Policies and protocols.
- Answer phones, as needed.
- Greet the public and clients as they enter office, as needed.
- Meet with walk-in crisis clients as needed.
- Work as a team player.
- Additional duties and responsibilities as required to facilitate the overall effective operation of UASA.
- Must pass background check (DOJ fingerprint).

Additional Duties: As requested by Intervention Manager.

Requirements:

- Knowledge about the dynamics of and common response to sexual assault.
- Computer literate; Microsoft Word, Excel, Internet and TACT database program (TACT training provided).
- Familiar with criminal justice process.
- Able to collect and maintain accurate reporting records.
- Strong communication and organizational skills
- Self starter who can work within a team environment and handle a variety of tasks with urgent deadlines.
- Ability to prioritize and follow through to obtain optimal results.
- State Certified Sexual Assault Counselor certification in the past three years (training provided).
- Bilingual desired.
- BA in Psychology or Social Work or equivalent experience desired

Phone: 707-545-7270
24/7 Crisis Line: 707-545-7273
Fax: 707-545-8136

Prevention
Intervention
Advocacy
Counseling

835-D Piner Road
Santa Rosa, CA 95403
www.uasa.org

To apply, submit resume, cover letter, and application
(go to www.uasa.org/about and download application).

United Against Sexual Assault of Sonoma County is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by applicable State or Federal employment discrimination laws. UASA welcomes diversity in the workplace.

Note: This job posting will close October 19, 2009 at 5pm.
15 hours per week at \$16.00/hour.

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