



JOB DESCRIPTION

Job Title: Sexual Assault Services Program Specialist
Supervised By:
Supervises: N/A
Classification: Exempt, Full-Time, Salary
Date: February 2023

Position Summary

The main role of the Sexual Assault Services Program Specialist (SAPS) is to: (a) formalize and manage the sexual assault program at KAN-WIN through increased organizational and partnership capacity; (b) provide culturally specific services to Asian sexual assault survivors; (c) serve as the primary resource for KAN-WIN's sexual assault program.

Organizational Summary

KAN-WIN's mission is to eradicate gender-based violence, including domestic violence and sexual assault, especially for women and children across Asian American communities and beyond through culturally competent services, community engagement, and advocacy. To learn more about our programs, go to www.kanwin.org.

Studies have shown that women, non-binary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

Responsibilities:

Project Coordination

- Develop and coordinate the sexual assault services program at KAN-WIN to:
 - Plan objectives and strategies to meet KAN-WIN's sexual assault program goals.
 - Develop collaborative service protocols and priorities with partnering organizations.
 - Creating service and evaluation tools for sexual assault survivors.
- Document services provided and program activities in a timely and efficient manner.
- Assist the Deputy Director in managing the project budget.

Outreach and Volunteer Coordination

- Assist in developing and implementing an outreach plan to raise awareness about sexual assault and KAN-WIN's services in the Asian American community.
- Develop and deliver educational presentations for large audiences of children, adolescents, and adults in schools, media, churches, or other organizations. Organize outreach opportunities and utilize the presentation materials at different events.
- Develop/update outreach printed and/or on-line materials related to the sexual assault services and distribute to community members.
- Recruit volunteers to help implement the project.

Direct Services

- Provide crisis intervention and advocacy services, including legal advocacy, to survivors of sexual assault as needed.
- Organize legal clinic for sexual assault survivors.
- Develop partnerships with attorneys and legal aids with expertise in sexual assault issues.
- Assist in developing supportive activities to individuals and groups.
- Share non-project related direct service duties like staffing the 24-hour hotline periodically, assisting with support groups, etc.

Administrative Duties

- Keep service data, create reports about funded projects, and meet other project objectives according to grant specification.
- Create and maintain a filing system for the project.
- Participate in staff meetings and case review sessions.
- Perform other duties as assigned or requested.

Qualifications:

- Excellent in organizational management with the ability to develop collaborative, high-performing team and collaboratively set and achieve strategic goals
- Ability and/or eagerness to bridge cultural/linguistic/generational/educational and other differences with team members and across departments
- Empathetic listening and excellent communications & interpersonal skills
- Strong commitment to KAN-WIN's mission, values, and goals to enhance culturally & linguistically competent services and programming
- Ability to speak an Asian language would be a plus

Work Environment:

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Compensation: \$38,000-46,440 DOE

Benefits:

- 403(b) retirement plan with employer match
- 12 Paid holidays with floating holidays
- 19 Paid-time offs for first year
- Health insurance
- Dental insurance
- Hybrid working environment

To Apply:

To apply, send the following to [hr @kanwin.org](mailto:hr@kanwin.org). Please specify "Application for Sexual Assault Program Specialist" in subject line, and attach the following materials:

- Resume
- A list of three references