



## Sexual Assault Program Specialist Job Description

POSITION: Sexual Assault Program Specialist (Full-time)

STATUS: Exempt

REPORT TO: Associate Director/Executive Director

The mission of KAN-WIN is to eradicate all forms of violence against women, including domestic violence and sexual assault, by empowering Asian American survivors and engaging the community through culturally competent services, community education and outreach, and advocacy. KAN-WIN is a non-profit, community-based organization that supports Asian American women and children victims of domestic violence and sexual assault in Chicago and its surrounding suburbs. KAN-WIN's services include 24-hour domestic violence crisis line, counseling, legal/social benefits advocacy, Transitional Housing and Children's program, and community education/outreach. Please visit our website to learn more! [www.kanwin.org](http://www.kanwin.org)

### Responsibilities:

The main role of the Sexual Assault Program Specialist (SAPS) is to:

- Formalize and manage the sexual assault program at KAN-WIN through increased organizational and partnership capacity.
- Provide culturally specific services to Asian sexual assault survivors.
- Ensure high visibility of KAN-WIN's sexual assault program and reach out to the Korean and Asian communities via marketing campaigns, social media, ethnic media outreach, partnership building, etc.
- Serve as the primary resource for KAN-WIN's sexual assault program.

### Project Management

- Plan objectives and strategies to meet KAN-WIN's sexual assault program goals.
- Develop collaborative service protocols and priorities with partnering organizations and motivate and monitor the progress.
- Implement project goals with partnering organizations in a collaborative and positive manner.
- Manage documentation of services provided and program activities in timely and sufficient manner.
- Participates in all staff meeting and case reviews.
- Develop and manage project budget.

### Project Outreach

- Develop effective presentations for large audiences of children, adolescents, and adults in schools, media, churches or other organizations.
- Develop/update outreach printed and/or on-line materials related to Sexual Assault program.
- Plan and organize workshops/conferences to disseminate outreach and education information to Korean and Asian American communities.
- Ensure KAN-WIN actively remains in national and local discussions and maintains an active network of contacts with expertise in the field.
- Keep abreast of women's advocacy, gender equity, immigrant advocacy information.

**Direct Services**

- Assess survivor's immediate needs and provide necessary advocacy collaborating with other advocates at KAN-WIN, partnership organizations, and other community resources.
- Provide crisis intervention and case management in coordination of providing intake, accompaniment, counseling and necessary advocacy including 24 hour hotline.
- Coordinate supportive/therapeutic activities to individuals and groups.

**Administrative**

- Recruit and supervise volunteers who are affiliated with project and/or special projects assigned.
- Share 24 hour crisis hotline duties for evenings and/or weekends.
- Create reports about funded projects periodically.
- Participate in all staff meetings and case review.
- Perform other duties as assigned or requested.

**Required Qualifications**

- Strong team player who is able to contribute positive energy and creativity.
- Leadership skills and ability to take initiative.
- Fluency in English and proficient in one Asian language (Korean, Chinese, Mongolian, Japanese or Vietnamese strongly preferred.)
- Excellent communication skills.
- A valid driver's license - driving is necessary for this position.

**Desired Qualifications**

- 40-hour domestic violence services training certificate or 40-hour sexual assault services training certificate is a plus.
- Familiarity with women's issues.
- Experience in social services or domestic violence/sexual assault services field.

**How to Apply:**

TO APPLY, SEND FOLLOWING TO: **HR@kanwin.org**. Please specify "Application for Sexual Assault Program Coordinator" in the subject line, and attach the followings materials:

- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of three references