

## Mental Health Association in Orange County, Inc.



### ORANGE COUNTY RAPE CRISIS SERVICES VICTIM SERVICES – COMMUNITY EDUCATION COORDINATOR JOB POSTING

**I. Title:** Victim Services – Community Education Coordinator

**II. Reports to:** Crisis Services Manager

**III. Job Objectives:**

Facilitate NYS Department of Health Enough is Enough Prevention Education Program as well as community education programs.

The purpose of the Enough is Enough Project is to assist colleges and universities in New York State implement policies and procedures concerning the response to and prevention of sexual assault, dating violence, domestic violence and stalking on campuses.

Provide direct crisis intervention and advocacy services to sexual assault victims and co-victims.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and Welcome Orange.

• **Qualifications**

- Bachelor's Degree in related field with 2 years' experience  
OR  
Associate's Degree in related field with 4 years' experience
- **Bi-lingual English / Spanish Required**
- Effective oral communications skills and ability to speak publically and provide educational presentations to varied audiences.
- Effective written and oral communication skills.
- Ability to provide 24 hour on-call responsibilities up to 10 days per month.
- Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
- Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
- Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Must be clear and maintain an acceptable record under any mandated criminal background check process.

**Responsibilities:**

- An understanding of and commitment to social justice.
- Initiate partnerships with local colleges in order to develop and
- Per the terms of the Enough is Enough Law, prepare and conduct education and awareness events for local college students, faculty, staff, parents and the extended college community.
- implement Enough is Enough program.
- Function as primary liaison with college administration regarding Enough is Enough related activities.
- Develop relevant projects with colleges, create promotional materials for presentations to students, faculty, staff, parents and extended college community.
- Provide on-call responsibilities for Rape Survivor Advocacy Program, 24 hours a day, 7 days a week, up to 14 days per month. Provide services to sexual assault victims and co-victims as necessary including short-term crisis counseling; both in-person and by telephone consultation. Respond to victims presenting at hospitals and police departments offering the victim information about forensic evidence collection, prophylaxis, law enforcement protocols, hospital protocols, victims' rights and community resources.
- Assist victims with NYS Office of Victim Services applications.
- Compile and prepare monthly, quarterly and annual statistical reports as required by project funding and agency.
- Communicate with District Attorney's Office, hospitals, police stations, Crime Victims Assistance counselors and other human service agencies involved in victim's case; advocate for victim's needs within those systems.
- Provide educational services to the community regarding rape crisis issues.
- Assist SAE (Sexual Assault Examiner) Coordinator with duties including: SAE room compliance, forensic examiner training and forensic examiner on-call schedule.
- Maintain victim files.
- Attend community awareness events.
- Serve as an agency representative at local, regional and statewide meetings, coalitions and task forces.
- Provide advocacy, support and educational services in a manner which brings a social justice analysis with particular focus on sexism and violence against women.
- Represent agency at local, regional and statewide meetings, coalitions and task forces.

**VI. Other Duties:**

- Answer Helpline minimally one (1) hour per week and more often as needed.

- Participate in MHA's committees as needed.
  - Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.
- **Terms of employment/benefits:**
    - Non-Exempt.
    - Forty (40) hours per week.
    - Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:**  
**Kelly Czvik**  
**Mental Health Association in Orange Co. Inc.**  
**73 James P. Kelly Way**  
**Middletown, NY 10940**  
**or fax to (845) 343-9665**  
**or email to [kczvik@mhaorangenyc.com](mailto:kczvik@mhaorangenyc.com)**