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**COMMUNITY ACTION AGAINST RAPE**

(DBA “The Rape Crisis Center”)

JOB TITLE: **PREA Coordinator**

Reports To: Executive Director FLSA: Non-Exempt

Effective: January 1, 2017

**Summary:**

This position is responsible for the oversight of the RCC’s services to inmates at all local and state detention facilities, as well as federal facilities with which MOU’s have been developed, as well as services to the homeless population. This also includes oversight, program development and facilitation and coordination of support groups at homeless facilities and in jails and prisons for victims of sexual abuse and assault.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

* Communicates regularly with the advocates regarding changes in policy and information updates.
* Facilitates weekly groups at Shade Tree and Prisons and Detention Centers and other locations as reasonable.
* Serves as the main contact with prisons and prison systems for PREA compliance and assistance in supporting inmates.

**SUPERVISORY RESPONSIBILITIES:**

Provides supervision and management for multiple direct reports, paid advocates. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include appraising performance; addressing complaints and resolving problems.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

* Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data;
* Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Interpersonal

* Client and Customer Service - Manages difficult or emotional client and customer situations; Responds promptly to needs of clients, advocates, and other staff.
* Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* Oral and Written Communication - Able to communicate and understand written materials fluently in English; Responds well to questions; Participates in meetings. Is an excellent spokesperson and representative for the organization to the community, Writes clearly and informatively; Puts out excellent and error free written work product, Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives.

Self-Management

* Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
* Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
* Dependability - Follows instructions, Responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' buy in.

**QUALIFICATIONS:**

To perform this job successfully, an individual must have necessary knowledge, skills, and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Minimum of a Bachelor's degree from an accredited four-year college or university in human services, social work, criminal justice, or related field preferable; a minimum of two years in victim related services; or equivalent combination of education and experience.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, stand, and sit; reach with hands/arms and talk/hear. The employee is occasionally required to balance; stoop, kneel, crouch. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level and lighting in the work environment is usually moderate.

**ACKNOWLEDGMENT:**

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities as presented.  I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive.  I also understand that job responsibilities and requirements may change at any given time based on organization or departmental needs.

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Employee Signature                                                    Date