**Direct Service Provision**

* Provide individual and/or group crisis intervention and brief counseling for clients
* Share responsibility with other staff for crisis line, in-house advocacy and staff-on-call coverage
* **Co-facilitate Sexual Trauma Group**
* **Assist with completion of Protection Orders(SA, DV), possible court accompaniment and/or accompaniment to depositions**

**Coordination**

* Coordinate services for sexual assault survivors, and/or support persons
* Assist in development and implementation of agency policies regarding sexual assault services
* Develop materials on the topic of sexual assault to aid survivors and/or staff
* Maintain a wide base of knowledge about local and national service provision and help provide education and training on the topic of sexual assault to staff, interns and volunteers
* **Network with and make referrals to other agencies that may assist survivors**
* **Prepare quarterly and annual grant reporting (as assigned by Executive Director)**

**Liaison to Community/Service Providers**

* Act as a representative for Voices of Hope with the Sexual Assault Response Team (SART), to include, but not be limited to:
	+ Lincoln Police Department
	+ Lancaster County Attorney
	+ Lancaster County Sheriff
	+ UNL Police Department
	+ Nebraska State Patrol
	+ Family Violence Council
	+ Bryan Health SANE program
	+ St. Elizabeth’s Regional Hospital
	+ Sexual Assault Response Coordinator for Air/Army National Guard
	+ Adult Probation
	+ Nebraska State Crime Lab
	+ **Ponca Tribe**
	+ **UNL**
	+ **Wesleyan University**
* Provide training to any/all first responders to sexual assault including law enforcement, medical providers, etc.
* Assist in the development and implementation of county wide SART protocol
* **Attend monthly SART meeting**
* **Work collaboratively with the State Forensic Nursing Coordinator/Sexual Assault Payment Program Administrator**

**Community Education**

* Provide training sessions, or educational sessions to **community** organizations, schools,**universities,** civic groups, etc.

**Training/Supervision**

* Serve as **an ongoing** resource for staff, interns, **and** volunteers regarding sexual assault advocacy
* **Provide training and education related to sexual assault advocacy at all Volunteer Training sessions held throughout the year**
* **Provide supervision to staff assigned by Executive Director**

**Agency Citizenship**

* Attend staff, case review and coordinator meetings
* Abide by the rules, policies and procedures of Voices of Hope
* **Maintain ongoing training and professional development**

**Special Projects**

* Coordinate events/activities **related to awareness and outreach** for Sexual Assault Awareness Month
* Provide input to the **Executive Director** regarding sexual assault goals for programming and outreach

**Other Requirements**

* **Must have the ability to manage time effectively and complete multiple tasks with minimal supervision**
* **Maintain personnel and client confidentiality**
* **Maintain a professional appearance and demeanor**
* **Must possess skills to be empathetic, nonjudgmental, supportive,respectful,and empowering in working with survivors and/or their family members/friends who identify as secondary victims**