

December 2009

Dear Applicant:

Thank you for your interest in becoming a member of our team at KCSARC.

The enclosed application packet concerns the position of ***Prevention Services Manager*** and contains the following:

- Job Description
- Application Timelines
- Compensation
- Affirmative Action Form
- KCSARC Statement of Beliefs
- KCSARC Philosophy

To apply, please submit a cover letter stating your interest in the position as well as a current résumé. Please submit your information to us as soon as possible. Though we will hold this job open until it is filled, we will interview qualified candidates as they are received.

Sincerely,

Lindsay Palmer
Director of Education and Prevention

Position Profile:

Title: Prevention Services Manager

Function: In concert with Director of Education and Prevention, insure a full range of educational and prevention services are available to the community, through work in information and awareness of sexual violence, building skills in communities to address and eliminate sexual violence and to facilitate community development in the prevention of sexual violence. Major responsibilities will also include: project, database and outcome management, oversight of prevention services on website and other technology, and resource coordination.

Hours: 40 hours per week/full time. This position has the opportunity to work a flex schedule. Generally, the position work hours are between 9:00am – 5:00pm. There will be occasions and certain projects that require evening appointments. This occurs 8-10 times per month. There will also be occasions where there are weekend appointments or activities. This occurs, depending on the project, about 4-10 times per year.

Status: Nonexempt

Reports to: Director of Education and Prevention

Essential Functions:

- Lead and coordinate a prevention project(s) comprised of 1-12 volunteers; ability to plan long range goals and overall project direction or focus.
- Establish opportunities for personal emissary work to lay foundation for future community development efforts.
- Responsible for the creating and implementation of ideas, thoughts, projects, or activities in prevention work.
- Coordinate projects to change the norms, values, beliefs and attitudes that cause sexual violence through the shifting of ownership of solutions from social services to the community.

Any primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of community development efforts.

Community Development Process:

1. Establishing relationships within communities, with a focus on marginalized and underserved communities
 2. Recruiting stakeholders from a chosen community
 3. Asking: Why does sexual violence happen here? (A)
 4. Asking: What would it be like without sexual violence? (B)
 5. Developing a plan to get from A to B.
 6. Asking: how will we know we are accomplishing anything?
 7. Carrying out the plan.
 8. Evaluation and revision.
- Attend meetings and events to establish system coordination throughout King County.
 - Coordination of community education about available services and the development of working relationships and agreements (formal and informal) among programs and services in

the array of sexual abuse/assault service provisions with the goal of improving service delivery.

- Build community awareness around sexual abuse/assault issues; promote effective relations among diverse agencies working with victims of sexual abuse/assault; facilitate cooperation between all of the agencies/organizations involved with victims of sexual abuse/assault.
- Encourage cooperation and collaboration with other organizations, seeking ways to improve services and/or reduce costs through cooperative efforts; share expertise with others to achieve partnerships; and organize and operate partnerships effectively.
- Coordinate primary prevention activities (aimed at prevention of sexual violence before it occurs) that are part of building skills efforts. Which might include:
 - A program or set of activities that enhance personal safety skills and/or promote nonviolent behavior
 - A multisession or set of activities on a topic logically connected with sexual assault prevention (such as communication, parenting, trust, gender, boundaries, respect, building assets, social norms)
 - An activity aimed at multiple settings, such as a presentation used as a recruiting method for additional activities or reinforced by another separate activity
- To assist and compliment KCSARC's new prevention initiatives.
- Management of database for outcome, evaluation and measurement.
- Provide outreach opportunities to the community when requested.
- Effective oral and written communication.
- Attend required agency meetings.

Secondary Functions:

- Assist in current research development.
- Development of staff training opportunities.

Technical Functions:

- High working knowledge of current technology and social networking
- Record all service contacts in the education database (Microsoft Access).
- Word-processing.
- Telephone skills.
- Use of audio/visual equipment.
- Use of Power Point system.

Personal Competencies:

- Ability to communicate complex ideas and persuade others to act.
- Ability to respond to rapid change and/or crisis; utilizing judgment and decision making skills that reflect goals, values, and guiding principles of KCSARC.
- Ability to interact with communities of all ages, stages, and cultures to develop and maintain a working alliance. These interactions are very important and will influence the results of a project, therefore interaction is generally collegial in nature, however it may occasionally be adversarial and require skills of negotiation; influencing action is generally done by providing information rather than persuading or dictating.
- Ability to solve problems by using professional principles, organizational policies and direction from supervisor.
- Ability to work with independence; under distant supervision and review.
- Ability to prioritize and organize workload and project parameters.
- Accept the established guiding principles of KCSARC as a personal work guide.

Physical-Mental-Psychological Skills:

- Ability to travel throughout county.

- Standing and lifting on job. May be necessary to move materials in and out of space. May need to rearrange facility setup.
- Ability to facilitate high conflict and/or high emotion for an effective group process.
- Ability to present and discuss a difficult topic and deal with diverse ideas.
- Ability to work independently.
- Demonstrated ability to work effectively as a team member within the department, the agency, and the community.

Minimum Qualifications

- High working knowledge of current technology, social networking and how to maximize these aspects in sexual assault prevention work.
- Must be familiar with the dynamics of sexual abuse/assault and relevant community resources, as well as have an understanding of how social services respond to victims of sexual abuse/assault.
- Must have an understanding of the causes of sexual violence, prevention and social change theory, community development techniques and have demonstrated experience in educational techniques appropriate to their audience.
- Masters degree plus 3 years specifically related work experience including 3 years supervisory experience in positions with staff, youth, adults, or volunteers; or 4 year college degree plus 5 years specifically related work experience including 3 years supervisory experience in positions with staff, youth, adults, or volunteers.
- Strong facilitation skills, which include a minimum of four years experience facilitating groups with adults, youth, and/or a mix of youth and adults.
- Ability to work independently and demonstrate a strong work initiative.
- Knowledge of and experience with culturally diverse populations.
- Excellent oral and written communication skills.
- Demonstrated ability to work effectively as a team member within the department, the agency, and community service providers.

Preferred Qualifications:

- Experience in working in a sexual assault center providing services to victims or in conducting prevention projects utilizing the community development model.

Prevention Services Manager Job Position

Application Time Line

Open Until Filled: Mail résumé and cover letter to:
KCSARC
PO Box 300
Renton, WA 98057
Attn: Lindsay Palmer
Submit electronically to: lpalmer@kcsarc.org

Upon Review: Interviews

Start Date: Negotiable

Compensation

Hiring Range \$47,000 – 50,000
Full-time position/40 hour work week

Benefits Medical Coverage (After 3 month orientation period)
Dental Coverage (after 3 month orientation period)
Sick leave
Vacation
401(k)
Flexible Spending Account

STATEMENT OF BELIEFS

AGENCY MISSION

We give voice to victims, their families and the community.
We create change in beliefs, attitudes and behaviors about violence.
We instill courage for people to speak out about sexual assault.

DIVERSITY STATEMENT

King County Sexual Assault Resource Center values the strengths that different ideas, perspectives and backgrounds bring to our organization and the people we serve. We demonstrate this commitment in our policies, services and actions.

Diversity is defined as differences in ethnicity, age, gender, sexual orientation and disabilities. Because sexism, racism homophobia and ageism are connected to sexual assault, KCSARC has a compelling interest in being diverse – both in those who make up the agency as well as those who benefit from our services.

KCSARC is committed to provide services to any person regardless of race, color, gender, religion, national origin, creed, income, marital status, age, sexual orientation or presence of any sensory, mental or physical handicap.

The agency publicly takes positions on issues related to sexism, racism, homophobia and sexual assault, as well as other issues that impact the agency or those we serve. We acknowledge that employees may have differing private opinions; however, while conducting agency business, employees are expected to support agency positions.

EMPLOYMENT

KCSARC seeks to create a work environment in which all employees are encouraged to develop to their full potential in an environment, which is flexible, fair and free from discrimination. KCSARC employees are expected to fully participate in their own professional development and in healthy and effective functioning of the workplace.

WORKPLACE PHILOSOPHY

1) Weapons:

KCSARC does not wish to contribute in any way to perpetuating violence in this society. The potential for escalating the level of violence in a given situation is greatly increased when weapons are accessible. For this reason, KCSARC prohibits the carrying of weapons by staff when engaged in agency business.

2) Conflict of Interest:

KCSARC recognizes that employees may have secondary employment, as well as volunteer work, which may or may not be in the field of sexual assault. It is considered an automatic conflict of interest if secondary employment or volunteer work is in the field of criminal or civil defense work, adult sex offender treatment, or in the sex industry.

3) Criminal Background Checks:

The State of Washington requires criminal background checks for employees who have unsupervised access to vulnerable children or adults. KCSARC takes its responsibility to provide a safe environment and high quality services to clients with the utmost seriousness; thus, background checks are required for all employees. We will not hire individuals who have been convicted of crimes against children or other persons, nor will we hire individuals who have been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult.