



TRI-VALLEY HAVEN

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Administration

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RAPE CRISIS CENTER MANAGER

Non-Exempt ~ Full-time

Hiring Range: \$25.18- \$ 30.78 per hour

(5% pay differential for fluent Spanish, Cantonese, Mandarin, Hindi, or Tagalog bilingual language skills)

General Responsibilities: Under the direct supervision of the Director of Sexual Assault Services, acts in middle-management capacity in the Rape Crisis Center. The Rape Crisis Center Manager (RCCM) provides the day-to day management of the rape crisis center, community education, the volunteer training program, and PREA program. RCCM attends meetings and represents SA services in the community, manages sexual assault services events, and provides direct client services as needed.

General Requirements: Bachelor's degree required with 2 years' experience working with survivors of sexual assault. Two-year's experience in a non-profit setting. 1-year of experience managing/supervising a team. Excellent writing ability; public speaking skills; intermediate to advanced computer skills. Ability to work independently, manage time and tasks effectively. Completion of Agency Training within 6 months of employment (if not before).

AREAS OF RESPONSIBILITY

I. RAPE CRISIS CENTER MANAGEMENT

- A. Authority to manage the Rape Crisis Center in the absence of the Director of Sexual Assault Services.
- B. Responsible for oversight of community education staff and programs.
- C. Assist in overseeing the PREA contract and responsible for scheduling staff for PREA coverage in collaboration with the Lead PREA Sexual Assault Advocate.
- D. Provides support to staff who provide advocacy, information and referral, crisis intervention, and prevention services.
- E. Observes and reviews staff interactions with incarcerated and community clients.
- F. Meet with Sexual Assault Advocates to discuss concerns and issues around working in detention facilities; ensure advocates are adhering to best practices and established protocols.
- G. Responsible for oversight of community education staff and programs.
- C. Responsible for oversight of the volunteer training program.
- D. Responsible for the day-to-day management of the agency website, Twitter Account, Facebook, and other social media.
- E. Attends meetings and represents sexual assault services in the community if needed.
- F. Assist with sexual assault services special events.
- G. Keeps Director of Sexual Assault Services updated on all departmental and program issues.

II. CLIENT ADVOCACY

- A. Ensure volunteers are trained, available, and scheduled for hospital accompaniment.

“Creating homes safe from abuse.”

- B. Provide ongoing advocacy to sexual assault clients and their significant others, as needed.
- C. Accompany clients to social service, court and other appointments, as needed.
- D. Responds to sexual assault survivors in crisis.
- E. Responds to crisis line calls and provide back-up response on sexual assault calls.

III. COMMUNICATIONS

- A. Assist with social media communication as needed
- B. Assist with special events coordination, such as Sexual Assault Awareness Month and Domestic Violence Awareness Month Activities.

IV. COMMUNITY EDUCATION

- A. Oversees prevention education classes in local schools as needed.
- B. Conduct community education presentations as needed.
- C. Responsible for interaction with community services, such as law enforcement, medical and the Victims Witness program in matters that pertain to clients being served by sexual assault volunteer advocates.

V. GENERAL TASKS

- A. Maintain Sexual Assault Advocate Status by attending at least 8 in-service trainings per year, and provide advocacy services as needed in conjunction with community presentations.
- B. Maintain appropriate and professional boundaries with staff and clients.
- C. Have valid California Driver’s License and an insured automobile that employee will use as necessary for agency related business, including transportation of clients.
- D. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.
- E. Attends all internal and external meetings, as required.
- F. Participates in community fundraising and special events, as required

VI. OTHER RELATED TASKS AS ASSIGNED BY THE DIRECTOR OF SEXUAL ASSAULT SERVICES OR THE EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN’S MISSION.

VII. ADA ESSENTIAL TASKS

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| A. Working alone | K. Good distance vision |
| B. Working in high stress situations | L. Ability to speak clearly |
| C. Working in emergency situations | M. Ability to discriminate speech |
| D. Working off-shift/rotating schedule | N. Reasoning and thinking skills |
| E. Good reading vision | O. Ability to problem solve |
| F. Sitting | P. Computer literacy |
| G. Good communication skills | Q. Lifting 10 to 20 pounds |
| H. Specific knowledge or education | R. Carrying 10 to 20 pounds |
| I. Learning ability | |
| J. Operation of motor vehicle | |

Tri-Valley Haven is an Equal Opportunity Employer committed to excellence through diversity.

I have read the foregoing and understand that this is the job description for the position of
RAPE CRISIS CENTER MANAGER.

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Signature *Date*