



PLEASE POST IMMEDIATELY

FIRST STEP EMPLOYMENT OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Job Title: Sexual Assault Program Coordinator/Survivor Advocate

Hours/week: Full-time, 37.5 hours per week, varied schedule including evenings, on-call shifts and some weekends

Availability: January 2019 start date, Western Wayne County Locations

Description: To expand and implement the agency's Sexual Assault Program that includes coordinating and supervising a team of advocates, interns and volunteers. The position requires leadership engagement in systems change efforts including task force and collaboration representation, and community education programs. Provide crisis counseling, advocacy, information, resources/referrals and support to survivors of sexual assault via individual crisis counseling sessions, phone calls, follow-up, and onsite crisis intervention. Offer services to clients in a manner that promotes trust, growth and non-violence. Maintain responsibility for interpreting and developing program goals, compiling program data and completing grant reports in a timely and organized fashion. Assist as needed with on-call supervisory back-up. Understand and support the First Step philosophy of empowerment, education and prevention of violence.

Qualifications: BSW/BA in human services; MSW/LMSW degree preferred; Significant experience working effectively with adults and children who have experienced trauma and been affected by sexual violence and/or stalking; Demonstrated experience effectively supervising paid staff and volunteers; Capable of handling crisis situations effectively; Demonstrated initiative, high professional standards and excellent organizational skills; Match with agency mission, philosophy, strategic priorities, and core competencies essential; Strong written and oral communication skills; Ability to work independently and with supervision; Demonstrated experience working effectively with people from diverse racial, economic and cultural backgrounds; Valid MI drivers license, current auto insurance, criminal background check, sex offender registry check, Department of Health and Human Services clearance, have and maintain excellent driving record, and reliable transportation required; Ability to lift 30 pounds on occasion; *Bilingual a plus.* EOE.

Benefits: Option for health, dental, optical insurance after 90 days. Life insurance and long-term disability insurance after 120 days. Employer contribution to 401k. Accrued sick and vacation time. Holidays off with pay.

Please email resume and cover letter WITH WAGE REQUIREMENTS to Lori Kitchen-Bushel:

**E-mail: lkitchenbuschel@firststep-mi.org
www.firststep-mi.org**

No phone calls please.