

# NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1961

## JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
Sexual Assault Program Coordinator	Program Supervisor	Exempt	PCWC- Outreach	Program Professional II
<b>If interested please submit your application to:</b>				
Quarticha Perkins, Director of Victim Services : Email: <a href="mailto:qperkins@njaconline.org">qperkins@njaconline.org</a> or fax: 609-396-8999				

### **Essential duties and responsibilities include, but are not limited to the following:**

- Assist in the development, implementation and carrying out of both the direct service program plan and the rape prevention and education program plan
- Provide individual and group crisis intervention for survivors of sexual assault and their significant others
- Provide accompaniment for sexual assault survivors with police, hospital, court, and other related human service or health organizations;
- Maintain up to date records of all prevention education and direct service activities and submit reports to supervisor as requested
- Provide outreach services such as networking, lectures, trainings, speaking engagements, and health fairs to increase public education and awareness on the issues of the primary prevention of sexual assault and available services;
- Assist supervisor with collection and computation of statistical outcome and process evaluation data, as well as data regarding clientele service provision and submit reports as requested
- Assist supervisor with writing of funding applications and funding report documentation
- Assist supervisor with staff, volunteer, and primary prevention coalition recruitment and training
- Provide the necessary transportation with agency vehicle to assist clients in achieving goals
- Perform all other duties as assigned

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### **Professional responsibilities:**

- Attend and participate in staff meetings and supervisory conferences
- Act as a liaison to funders and other state, county, and municipal collaborators
- Attend and participate in division and staff training opportunities
- Supervise designated case managers, volunteers, and interns

### **Qualifications:**

- Commitment to association Philosophy
- Bachelors Degree in Human services related field plus one year experience Human service clients; relevant experience may be substituted on a year for year basis for the educational requirement.
- Administrative skills, proficiency in written and verbal communication.
- Computer literate; Windows 2000, Microsoft Office 2007
- Ability to work with and motivate volunteers
- Access to a currently registered car and a valid driver's license

### **ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

*The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.*