

# **Job Announcement**

## **Director of Advocacy & Counseling Services**

**Full Time (40 hours/week)**

### **Agency Summary**

San Francisco Women Against Rape (SFWAR) is a community-based, anti-sexual assault, social justice organization. We provide support to sexual assault survivors, their families, and communities, and use education and community organizing as tools of prevention. We believe that ending all forms of oppression is integral to ending sexual assault and challenge oppression within our organization and communities. We are women of color-led and prioritize working with and for communities facing multiple forms of violence and oppression.

### **Advocacy & Counseling Program Summary**

SFWAR's Advocacy & Counseling Program facilitates individual and community healing from sexual assault and related forms of violence and oppression. We provide community-based and culturally relevant peer support services to sexual assault survivors, their families and communities through on-site and virtual services and through collaborative services provided in partnership with a broad range of social service and community agencies. Our intervention and advocacy services include: 24-hour hotline crisis counseling, information and referrals; individual short-term counseling (up to 10 weeks); talk-based and creative arts-based support/healing groups (8-10 weeks); medical, legal, and social service advocacy and accompaniment; community outreach, networking and partnership-building activities; and training & technical assistance services.

### **Position Summary**

The Director of Advocacy & Counseling Services (DACS) works with the SFWAR Survivor Advocates, Director of Crisis Intervention Services, Director of Recruitment & Training, certified rape crisis volunteers and interns, contractors, and community partners to develop, implement, manage, and evaluate SFWAR's Advocacy & Counseling Services. This includes: conducting client intakes; training counselors and matching them with clients; ensuring the scheduling of counselors with clients; general supervision of counselors; implementing the MLAM (multilingual access model) into the Advocacy & Counseling Program; providing crisis intervention on the crisis line, in-person counseling, support groups, survivor advocacy and accompaniment services; facilitating counselor support meetings; providing training and technical assistance to community professionals; attending relevant meetings with community partners. The DACS is supervised by the Administrator of Programs and supervises the SFWAR Survivor Advocates, along with rape crisis volunteers and interns who provide peer counseling and/or advocacy services.

### **Responsibilities**

*Program Management:* Coordinate the development, implementation and evaluation of all Advocacy & Counseling Services including: annual program planning; program

budget development and management; policy and protocol development; supervision of Survivor Advocates, volunteers, and interns; and grant and contract compliance. Prepare narrative and quantitative progress reports and substantiating documentation for funders. Maintain client and services records and perform data-entry. Ensure client confidentiality.

*Crisis Intervention:* Work with the Director of Recruitment & Training to plan and conduct trainings and in-services for staff and volunteer Sexual Assault Counselors. Maintain knowledge of a wide array of resources and referrals for clients. Provide counseling on 24-hour hotline and serve as hotline Back-up; Provide Back-up medical advocacy coverage.

*Advocacy & Accompaniment:* Maintain and monitor Advocacy schedule, along with providing clients follow-up and medical, legal (criminal & civil), and social service advocacy, and accompaniment.

*Individual Counseling:* Train, supervise and support individual counseling volunteers and interns. Conduct intakes and match clients with counselors. Provide individual counseling to clients. Develop partnerships and negotiate collaborative agreements with therapists who can be referred to clients. Provide clients referrals to appropriate resources, including psychotherapy, psychiatric care, somatic therapy and other healing resources.

*Support/Healing Groups:* Coordinate and manage support/healing groups, including training, supervising, and supporting volunteer, intern, and paid contractor Support Group Facilitators. Develop partnerships and negotiate collaborative agreements with social service and community agencies to develop and facilitate community-based and culturally relevant support/healing groups. Facilitate and/or co-facilitate support/healing groups.

*Community Outreach, Networking and Partnership-Building:* Participate in community outreach activities to promote services and recruit volunteers. Build and maintain collaborative working relationships with a broad range of social service and community agencies. Support with establishing inter-agency operational agreements. Attend relevant meetings with community partners (e.g. SF Sexual Assault Response Team, Advisory Committee on Language Access and Limited English Proficient Survivors, etc.).

*Training and Technical Assistance:* Work as a team with prevention education staff and community groups to design and facilitate training/education on supporting the healing of sexual assault survivors that increases the capacity of social service, public, and community agencies to respond to sexual assault.

*Additional Responsibilities:* Participate in team decision making with Direct Services Team. Participate in organizational meetings, committees, and other agency-wide activities, such as strategic planning, fundraising, and outreach activities. Responsible for own typing, filing, and administrative activities.

## **Qualifications**

- At least 3-years of experience providing counseling, advocacy, and/or direct service trauma survivors.
- Experience in program planning, implementations and evaluations of goals and objectives to meet grant/contract compliance.
- Excellent and proven skills in training, coordinating, and supervising staff and volunteers/interns.
- Excellent skills in developing partnerships and negotiating collaborative agreements.
- Experience conducting intakes, providing individual peer or clinical counseling and facilitating support groups.
- Experience providing medical, legal, and/or social service advocacy and accompaniment services.
- Familiarity with San Francisco's criminal legal, medical, and social services systems strongly preferred.
- Familiarity with a variety of sexual trauma healing modalities, including body-based forms of healing (e.g. somatics) strongly preferred.
- Understanding of the impact of sexual trauma, violence and oppression on individuals and communities.
- Ability to work independently as well as collaboratively within a team setting.
- Experience in government grant reporting.
- Experience in public speaking and making presentations.
- Ability to develop curriculum and facilitate trainings for a wide variety of audiences.
- Knowledge of dynamics of vicarious trauma and ability to support staff and volunteers in self and community care and resilience building.
- Ability to recognize own healing needs and to access needed support.
- Bilingual preferred.
- California rape crisis counselor certification strongly preferred. Successful candidates who are not currently certified are required to successfully complete SFWAR's upcoming training (Jan-Feb 2022).
- Ability to work some evenings and weekends.

## **Commitment to:**

- Individual and community healing from violence and oppression.
- Community-driven, culturally-based program development, implementation and evaluation.
- Ongoing interpersonal and institutional anti-oppression work.
- Creating a work place that respects and affirms the cultural beliefs and practices of diverse communities.
- Organizational health and conflict resolution.
- SFWAR Mission Statement (please see Agency Summary above).

## **Salary & Benefits**

- \$54,080/year starting salary.
- Employer-paid health, vision, dental, and life insurance; employer retirement contribution.

- Annual paid leave for Full Time Employees (pro-rated for Part Time Employees): two weeks vacation for first year of employment; two weeks of sick leave; one week of mental health leave; 3 1/2 days of flexible “holidays”.
- Stipend for bilingual staff.
- This is an exempt position.

**To Apply:** Please submit your cover letter and resume via email to [ap@sfwar.org](mailto:ap@sfwar.org). The position will remain open until filled. SFWAR is an equal opportunity employer.