

Job Description – Campus Coordinator

Hired By: Executive Director

Reports To: Iowa Program Director

General Role Description

The Campus Coordinator will split his/her time between Campus Coordinator and Sexual Assault Advocate to collaborate with officials of University of Northern Iowa and to develop and implement a comprehensive plan to prevent and address sexual assaults on their campus and community; and to provide sexual assault advocacy services throughout the Waterloo Office service area.

Duties and Responsibilities:

- ❖ Provide direct support and advocacy services to survivors of sexual assault and abuse on and off campus, including legal advocacy, information, referrals, individual support, group support, and systems advocacy. Such services include, but not limited to:
 - Legal Advocacy within the Criminal Justice System such as: advocacy with the crime victim compensation program, civil court advocacy (e.g. divorce/custody/visitation advocacy), criminal court advocacy (e.g. accompaniment to criminal justice offices and court), campus proceedings, notification of criminal justice proceedings, assistance with emergency legal assistance with orders of protection, referrals to attorneys for civil court cases and projects devoted to restitution advocacy, assistance with recovering property held as evidence and transportation to court, to receive services, or participation in the criminal justice system.
 - Medical and Health Advocacy such as: accompaniment to hospitals for medical exams, follow up medical care, and other medical procedures/care.
 - Other Advocacy with other services providers, creditors, housing programs and employers; includes child protection/welfare advocacy and children's service advocacy.
 - Individual and group counseling, crisis counseling and intervention, co-facilitate support groups, safety planning, emotional support, and referrals to trauma-informed sexual assault therapists.
- ❖ Collaborate and connect on a regular basis with Administration of UNI on policies, procedures, best practices, and new programming around sexual violence.
- ❖ Attend committee or department meetings to assist in creating, changing and implementing policies, procedures, practices, etc. as they are needed and wanted and as it relates to Title IX, Clery Act, SAVE and other local, state, and federal legislation.
- ❖ Remain up to date on all federal and state laws as they related to sexual violence on campuses.
- ❖ Assist the Dean of Students or other campus administration in responding to the incidents of sexual violence and make appropriate referrals to campus and community agencies.
- ❖ Work with campus administration on developing and improving the processes for investigating and handling reports of sexual misconduct and sexual violence.
- ❖ Work to bring awareness of Riverview Center services to campuses, by participating in campus events, activities, and groups.
- ❖ Work with Riverview Center Prevention Educators and campus educators to develop educational programming, curricula, and learning opportunities which will promote student personal health and well-being around the issues of sexual violence.
- ❖ Provide educational programming and learning opportunities on the subject of sexual violence to students at the college level. Topics should promote healthy sexuality and the complexities of gender roles and should include, but not limited to: eating disorders, body image, predatory drugs, sexual health, stress and anxiety, emotional health, healthy relationships, personal safety, and college life.

- ❖ Coordinate campus communications with the Campus Marketing and Communications departments regarding sexual assault response and prevention including the areas of: website information, electronic and printed materials, and other media outlets.
- ❖ Collaborate with campus personnel and Riverview Center Volunteer Coordinator to recruit and train new volunteers.
- ❖ Participate in on-call and hotline dispatch on a rotating basis. Availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.

General Requirements

- ❖ Bachelor’s degree in public health, education, college student personnel, social services, or related field preferred.
- ❖ Experience and training in working with diverse populations.
- ❖ Previous experience in working with social service agencies preferred.
- ❖ Excellent interpersonal, verbal, and written communication skills.
- ❖ Strong analytic and strategic thinking skills.
- ❖ Must possess the ability to meet deadlines and manage complex interrelated tasks simultaneously.
- ❖ Completion of 60-hour training in sexual assault/abuse field to meet requirements set forth by the IACASA.
- ❖ Victim Certification or experience in working with survivors of abuse is a plus.
- ❖ Ability to work independently and as a team.
- ❖ Must complete all Riverview Center training requirements set by Iowa standards.
- ❖ Ability to work a flexible schedule and to travel locally, regionally and in and out of state.
- ❖ Must have valid driver’s license and insured transportation.
- ❖ The ability to network with persons in a campus setting.
- ❖ Knowledge of general policy, procedural, and program development concepts and principals.
- ❖ The ability to direct programs with a focus on quality and measurable outcomes.
- ❖ Training and Certification in Clery Act and Title IX or ability to gain those within one year of employment.
- ❖ Commitment to the philosophy and program of Riverview Center, which includes helping to create a society free from violence.

I _____ have read the Job Description of the **Campus Coordinator** and understand the responsibilities of this position.

Signature of Employee

Signature of Executive Director

Date

Date