



Rural Services Coordinator
Hired By: Executive Director
Reports to: Iowa and Illinois Program Directors
Exempt; Full-Time Minimum 40 Hours Per Week

General Role Description:

Lead Riverview Center's efforts to engage in community outreach and education for rural individuals and institutions within the 13 rural counties of our 16 county service area to increase awareness of services and accessibility. Create and manage contacts/relationships with advocacy, social groups and other resources for rural populations in our service area. Identify and facilitate trainings and provide expert guidance to Sexual Assault and Domestic Violence advocates to better provide culturally responsive services for rural survivors. Respond in-person to calls for service as appropriate.

Duties and Responsibilities:

- Understand and accept the policies and principles of the Riverview Center.
- Create rural outreach plans for the 13 rural counties with advocacy, social groups and other resources to establish referral systems and create/offer screening tools to connect rural survivors with our services, offer/provide cross-trainings for their staff and our agency staff, and offer/provide education/awareness activities for their constituents
- Create and manage contacts/relationships with advocacy, social groups and other resources for rural individuals in our service area
- Coordinate and facilitate cross-trainings with rural advocacy, social groups and other rural-serving agencies to better provide responsive services
- Provide direct supervision for the Rural Sexual Assault Advocate. Supervise and work with the advocate to accurately record all activity, ensuring that all required documentation, monthly reports and statistics are completed in a timely manner. Coordinate all outreach, awareness, special events, fundraising, friend raising and sexual assault awareness month activities for the rural services team.
- Provide Advocacy services for rural survivors to support the rural advocates
- Data tracking for reporting on the project
- Complete goals and objectives outlined in grant applications and contracts
- Other duties as assigned

General Requirements:

- Provides the supervisor with timely monthly reports
- Attends all agency staff meetings and individual supervision meetings; prepare appropriately.
- Ability to handle sensitive and confidential information.
- Ability to work flexible hours.
- Attain knowledge and awareness of, and, abide by Riverview Center employee handbook

- Attend educational seminars to increase professional development in the areas of sexual violence, domestic violence and advocacy and rural services topics to guide the agency to increase and keep current the rural victim services provided.
- Actively participate in organization's fundraising and awareness activities, which may occur outside of regular business hours.
- Must have valid driver's license and insured transportation.
- Support agency and center fundraising and awareness activities.
- Perform all other duties may be assigned by Executive Director or Program Directors, keeping with the purpose of Riverview Center.

Knowledge Required

- Bachelor's Degree in social sciences, criminal justice, or related field preferred but not required.
- Familiarity with and appreciation for the culture in rural Midwestern communities.
- Ability to work a flexible schedule, with some evenings/weekend work and on call time, in order to respond to reasonable to the needs of each case/client.
- Knowledge of domestic violence and/or sexual assault issues and of the criminal justice system is a plus.
- Completion of required SA and DV victim counselor training and training to meet legal requirements for confidentiality.
- Able to deal with crisis situations and to deal sensitively with victims of sexual assault, domestic violence & significant others.
- Commitment to and understanding of the issues surrounding sexual and domestic violence and how it impacts the lives of the victims and, impact on other social problems.
- Good interpersonal and communication skills; Typing and computer skills necessary.
- Must have valid driver's license and reliable, insured transportation.

Commitment to the philosophy and program of Riverview Center, which includes a commitment to impacting domestic violence and sexual assault/abuse, sharing in the belief in helping create a society free from violence, and in working in a cooperative environment.

Salary Range \$46,000 to \$49,000 with excellent benefits, PTO and Paid Holidays

Please send a resume and cover letter to:

Amy Larsen, HR Director
amyl@riverviewcenter.org
 100 E Park Ave
 Waterloo, IA 50703

Riverview Center is an equal opportunity employer and service provider