

Title: Assistant Director, Center for Advocacy, Response, and Education (CARE)

Hiring Range: \$50,000 - \$55,000

About this role:

The Assistant Director for the Center for Advocacy, Response and Education (CARE) provides oversight for the Center for Advocacy, Response and Education (CARE). The assistant director is responsible for sexual violence, dating or domestic violence, stalking, and sexual harassment prevention and response efforts. This includes the oversight of day-to-day operations of the CARE office, VOCA grant management, and supervision of office staff.

About Us:

The Center for Advocacy, Response and Education (CARE) provides **confidential, free,** and **voluntary** services and advocacy for survivors of sexual violence, dating violence, stalking, and sexual harassment. Founded in 1973 as the Women's Center, CARE provides quality direct services to students, staff, and faculty impacted by sexual and interpersonal violence.

CARE Survivor Advocates are available to assist survivors in understanding and navigating university policies and procedures and help promote the academic success and personal wellness of survivors. CARE Survivor Advocates are also available to the greater K-State community to provide education, training and facilitated conversations around any related topics.

The Center for Advocacy, Response, and Education provides assistance for those in our K-State community who have been victimized by violence. We can assist survivors who may need help with law enforcement, legal or medical assistance, mental health, and academic concerns.

Minimum Qualifications:

- Bachelor's degree
- Three to five years of relevant experience

Preferred Qualifications:

- Master's degree in psychology, counseling, public health, college student development, social work or related field.
- 3-5 years of leadership experience in the field of sexual violence, domestic violence, or gender-based violence.

- Demonstrated experience working with confidential and sensitive information.
- Working knowledge of federal regulations related to campus (VAWA, Title IX, Clery Act).
- Experience working with survivors of sexual assault, dating violence, domestic violence, sexual harassment or stalking in a clinical, counseling, or advocacy capacity.
- Strong verbal and written communication skills.
- Grant writing experience.
- Strong knowledge of laws and policies related to this field, certification in trauma-informed practices, previous experience working in a college or university setting, student affairs, and/or higher education preferred.
- Working knowledge of federal regulations related to campus (VAWA, Title IX, Clery Act).

Other Requirements:

- Must have certificate of completion for National Organization for Victim Assistance (NOVA) Campus Advocacy 30-hour advanced training, or ability to receive certification after one year employment with CARE.

Responsibilities:

30%: Supervision and Office Management

Recruit, hire, supervise, train, and evaluate four full time staff members, (two Survivor Advocates, Prevention Specialist, Intake Specialist) part-time graduate research assistant, and part-time student worker. Supervision may also include practicum students, interns, and volunteers. Oversee day-to-day operations, grant management, including annual VOCA grant applications and reports. Manage daily logistical functions of the office including addressing daily office needs, respond to or provide direction to respond to internal-campus or external community communication. Conduct staff meetings complete with professional development opportunities for staff. Organize and plan all travel aspects of professional development opportunities. Participate in internal university grant writing and external federal grant writing. Create intra-office policy and procedures, to include implementation, review, and amendment. Provide training and orientation for all staff, students, and volunteers.

20%: Grant Management

Research, collect data, and apply for survivor-centered grants. Oversee management, and

annual application of Victims of Crime Act (VOCA) grant including reporting and documentation. Oversee CARE grant reporting and budgeting, maintaining strong communication among on and off-campus agencies such as KSU Sponsored Program Awards (SPA), KSU PreAwards office, and Kansas Governor's Grant Program (KGGP). Complete required grant reporting to state and federal entities using both the Kansas Governor's Grant portal and the Office for Victims of Crime portal. Prepare for and participate in grant auditing procedures. Create intra-office grant management and reporting procedures. Complete, oversee, and submit daily time and client information tracking for required grant reporting. Complete and supervise all grant activities, track the completion of grant objectives and goals. Write grants to expand CARE programs and efforts.

20%: Survivor Advocacy

Serve as a confidential survivor advocate for students, faculty, and staff who have been affected by sexual violence, sexual harassment, domestic violence, dating violence, or stalking. Provide a thorough intake for services, then as applicable: safety plan, offer options for legal advocacy, medical advocacy, crisis support, psychoeducation on trauma and the effects of trauma, provision of interim safety and academic support measures, reporting options, lethality assessment, referrals to campus and community resources, and assessment of report for safety risk to the greater campus. Document all client contact per VOCA grant and Clery act requirements. Serve as trauma-informed consultant for university processes such as K-State Critical Incident Response Team (CIRT), threat management team meetings, and related incidents pertaining to sexual and domestic violence.

20%: Campus Community Liaison

Act as consultant and liaison to residence life, Center for Student Involvement, Office of Student Life, Center for Student Well-being, LGBT Resource Center, and other campus units regarding information and training for students and staff pertaining to power-based violence prevention and response efforts. Provide training and technical assistance to campus partners on best practice for serving survivors of gender-based violence including federal compliance mandates for VAWA, Clery, and Title IX. Serve as a representative on University and community committees providing expertise on sexual violence, dating violence, domestic violence, sexual harassment, stalking, victim behavior, the neurobiology of trauma, and prevention best practices, which may include, but are not limited to: Early Assessment and Reporting, Crisis Management Committee, Wellness Coalition, Riley County Domestic Violence Allies Network, President's Commission on the Status of Women, SafeZone, Residence hall and Jardine staff training, and Parent and student orientation. Collaborate with community entities as needed. Collaborate with

university offices regarding long-term or on-going federal requirements and campus safety assessments.

10%: Primary prevention, awareness/outreach, and education

Create, implement, and assess sexual violence, dating violence, domestic violence, sexual harassment and stalking prevention programs including bystander intervention education training. Organize, develop, and present ongoing awareness campaigns and programs to address sexual violence, dating violence, domestic violence, sexual harassment, and stalking (otherwise known as power-based or gender-based violence) and bystander intervention. Use social media for the purpose of educating about interpersonal violence prevention. Uphold knowledge of best practice in prevention work using evidence-based, theory-driven, and trauma-informed guidance. Oversee the organization of large-scale educational events for student, staff, and faculty. Supervise and collaborate with CARE Prevention Specialist in leading the university's approach in creating a sustainable, comprehensive, and evidence-based prevention plan including assisting the Prevention Specialist with initiatives such as Culture of Respect and Wildcats Make a Pact.

For questions about the position, please contact:

Laurel Moody

Sr. Assistant Dean

Student Support & Accountability

201 Holton Hall

785-532-6432

lmood@ksu.edu