

SUNRISE OF PASCO COUNTY
Job Description

POSITION TITLE: Outreach Program Assistant West

REPORTS TO: Outreach West Program Director

POSITION OVERVIEW: Provides clerical support to the Sunrise domestic violence and sexual assault outreach staff. This position is a 40 hour full time position.

RELATIONSHIPS:

Does not supervise other employees. Interrelates with all staff and participants, members of the community and staff of other agencies.

PRIMARY FUNCTIONS:

- Provides clerical support for all outreach West staff. **10%**
- Answers the phone. Directs calls to appropriate staff and sets appointments for participants **15%**
- Provides crisis intervention to survivors of domestic violence and sexual assault face to face or via telephone. **50%**
- Assists with event planning for community awareness and domestic violence and sexual assault awareness month. **10%**
- Assists in maintaining agency Policy and Procedures. **1%**
- Works with other staff in alleviating assorted tasks. **1%**
- Maintains a professional attitude and appearance at all times. **1%**
- Peer reviews and maintains outreach files. **5%**
- Assists in scheduling appointments for advocates. **6%**
- Assist Outreach Program Director with office upkeep. **1%**
- Other duties as assigned by the CPO.

SECONDARY FUNCTIONS:

- May process participant crisis calls to determine to whom the call should be referred.

PROHIBITED FUNCTIONS:

- Does not respond to media requests.

QUALIFICATIONS AND SKILLS:

- Minimum of high school diploma.
- Experience working with survivors of domestic and sexual violence.
- Must be computer literate in programs currently in use at the agency.
- Must be able to work independently and as part of a team.
- Must pass screening by FDLE and the Pasco County Sheriff's Office.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

Employee Signature

Date

Chief Financial Officer

Date