

SUNRISE OF PASCO COUNTY, INC.

Job Description

POSITION TITLE: Sexual Assault Counselor

REPORTS TO: Director of Sexual Assault Services

POSITION OVERVIEW: Coordinates and provides direct services to victims of sexual assault throughout Pasco County. This position is a 40 hour full time position.

RELATIONSHIPS: Interacts with all agency staff and members of the outside community agencies. May work with interns and volunteers as assigned.

PRIMARY FUNCTIONS:

- Meets with victims and/or their significant other irrespective of the assault being / not being reported to law enforcement. 5%
- Provides crisis intervention, advocacy, and accompaniment services to sexual assault victims/their significant others throughout all of Pasco County which will require travel. 60%
- Coordinates services for victims with other agencies in the community. 5%
- Provides or arranges for legal advocacy for victims. 10%
- Maintains participant records in accordance with Sunrise's requirements. 1%
- On-call to accompany non-reporting victims of sexual assault to S.A.V.E. exams. 5%
- Maintains and compiles statistics of participants served and completes reports as required by funding agency in a timely fashion. 4%
- Provide crisis intervention services to victims. 10%
- Other duties as assigned by the Chief Programs Officer (CPO.)

SECONDARY FUNCTIONS:

- Provides community education/awareness to schools, community centers and other public forums that are designed to inform crime victims of specific rights and services and provide them with(or refer them to)services and assistance . Federal Register Vol. 81, No. 131, Pg. 44534, 94.119(j)
- Maintains active community involvement as it relates to services.
- Annually updates and maintains a community referral manual.

PROHIBITED FUNCTIONS:

- Does not respond to media requests unless specifically required to do so by the CEO of Sunrise of Pasco, Inc.

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree in related field and a minimum of one year's experience providing crisis intervention to trauma victims. (Master's degree preferred)
- Experience working with survivors of sexual assault.
- Experience providing group facilitation
- Ability to interact in a professional manner with members of other agencies.
- Must be able to work independently and as a team member.
- Must be able to organize, prioritize and use time efficiently.
- Must pass screening by FDLE and Pasco County Sheriff's Office.
- Maintain professional training hours
- Maintain Victim Services Practitioner Designation.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.
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I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

Signature

Date

Chief Financial Officer