

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SAFE PLACE ADVOCATE

L216.300

**BASIC FUNCTION:** Under the direction of the assigned Administrator, the Safe Place Advocate will plan coordinate, and support prevention education, training, and services related to sexual assault, intimate partner violence, stalking, and other forms of victimization to the campus community with the goal of raising awareness to reduce and/or prevent crime and other acts of victimization within our campus community. The Safe Place Advocate will facilitate training, activities, and events to ensure objectives, opportunities and policies are properly implemented in compliance with Title IX and District policies and procedures. Provides direct supervision to assigned departmental staff. Hires, trains and provides direction to hourly and student employees.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Organize, coordinate, oversee, and evaluate the events, activities and services of the Safe Place and Wellness Program (SPWP) in collaboration with the campus Administrator.
- \*2. Serve as the primary advocate for survivors on behalf of the Safe Place and Wellness Program which includes reporting assaults, telephone and/or walk-in crisis interventions, referrals, and advocacy services.
- \*3. Create a supportive and safe environment for survivors of criminal acts (sexual assault, intimate partner violence, stalking and/or other forms of victimization) to provide a variety of available resources that meets individual or collective needs.
- \*4. Ensure appropriate legal options are provided to survivors and provide on-going support as needed or required
- \*5. Act as the liaison between law enforcement and survivors to ensure that the proper protocol and follow-up procedures are completed.
- \*6. Ensure mandatory safety training and violence prevention education is provided to all first-year students, coordinate scheduling, as appropriate.
- \*7. Assist Administrator in developing program referral protocols for campus and community partners and ensure that referral protocols are followed and maintained.
- \*8. Collaborate with campus and community partners to coordinate and facilitate conferences, trainings, prevention education and other services both on main campus and remote locations related to sexual assault, intimate partner violence, stalking and other forms of victimization with the goal of reducing crimes and other acts of victimization within our campus community.
- \*9. Assist campus administrators, management, faculty, and staff with interpretation and application of program-specific laws and regulations, grant and program guidelines and District policies and procedures to meet requirements for the program.
- \*10. Provide input on budget development based on prior year expenditures and future need; Maintain assigned budgets including monitoring and controlling expenditures. Prepare and submit appropriate fiscal reports. related to the assigned budget(s).
- \*11. Partner with Marketing and/or Public Relations to publicize Safe Place training events, workshops, and outreach efforts to increase awareness and attendance.
- \*12. Create and distribute internal and external communications including but not limited to brochures, flyers, announcements, and a variety of other marketing materials.
- \*13. Recruit, interview, select, train, and assign work to Bachelor of Social Work (BSW) and Master of Social Work (MSW) interns and/or student advocates to provide various services to survivors, create and conduct trainings related to crimes of stalking, dating violence, domestic violence, sexual assaults, etc. for the Safe Place and Wellness Program.
- \*14. Coordinate and monitor program personnel to ensure participant registration, attendance, data gathering, and input are accurately collected while maintaining confidentiality. Assist assigned staff with participant follow-up activities and project evaluation reports.
- \*15. Create and/or maintain complex documents, charts, and spreadsheets; update and maintain Safe Place and District databases.
- \*16. Assist in filing (if applicable) complaints to the designated office and the Title IX Coordinator; provide survivors with Victims Bill of Rights and assist survivor in applying for Victim Witness Assistance Program services (if applicable).
- \*17. Participate and attend required meetings, conferences, and training locally and at remote locations which are appropriately related to the program.
- \*18. Maintain and demonstrate an awareness and understanding of advances and changes in the fields related to Title IX.
- \*19. Serves as a resource to others for data, research, special projects, and other information pertaining to the Safe Place and Wellness Program.
- \*20. Provides the supervision, training and evaluation of assigned staff which may include but not be limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, participating in new employee selection, recommending employee discipline and reviewing and evaluating the work of assigned staff for completeness and accuracy offering advice and assistance as needed.
21. May serve on a variety of community task force and advisory committees.
22. May serve on a variety of District committees as required.

23. May perform other related duties as assigned

**MINIMUM QUALIFICATIONS:****EDUCATION/EXPERIENCE:**

- Bachelor's degree in a Social Services area or a related field (e.g. Health and Human Services, Criminal Justice, Social Work, Counseling); **AND**
- 2+ years of experience working with violence prevention programs, facilitating violence prevention education and/or training programs. May include unpaid internship.
- Domestic Violence Advocate Certification – must be obtained within six (6) months of hire.
- **OR** any combination of education and experience which would provide the required qualifications for the position.

**DESIRED QUALIFICATIONS:**

- 1+ years of experience working in an educational setting.
- Domestic Violence Counseling Certification.
- National Advocate Credentialing Program (NACP) Victim Services Certification.
- Experience working with social services agencies and collaborating with educational partners.
- Experience supervising BSW and MSW interns.

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Must have a valid California State driver's license maintained throughout duration of employment with the District.
- Some travel may be required.

**KNOWLEDGE, SKILLS AND ABILITIES: (*May be acquired through education, training and/or experience.*)**

**Knowledge of:** District policies, rules and procedures; federal, state, and local laws, regulations, and court decisions applicable to programs and areas of responsibility, including grant-funding regulations; preparation of budgets; victim advocacy assistance and guidance; Clery Act legislation, requirements, and reporting as it relates to the position; individual interview and case management techniques and practices; organizational development and administration; training models, principles, theories, methods and techniques for successfully providing services to program participant population; statistics and research methodologies; principles, objectives, and practices related to community college operations, programs and services; data collection and reporting; modern office practices and equipment, including computers and a variety of software programs.

**Ability to:** apply District and departmental policies, procedures and rules and regulations; ensure compliance with all laws, regulations and policies through effective supervision and leadership; independently perform a variety of duties; maintain a high level of confidentiality; coordinate and participate in effective trainings, workshops and conferences related to the assigned area; work effectively with the community, state and local agencies; read and write English at a level appropriate for this position; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; develop and maintain effective record keeping systems; analyze data, research problems and prepare clear, concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work effectively with diverse populations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; make required mathematical calculations accurately; maintain records accurately and with a high level of confidentiality; remain calm and cooperative in confrontational situations; perform duties in a timely manner despite interruptions; safely and effectively operate an automobile to and from various locations in support of conducting District business, and utilize Keyboarding skills commensurate with the required functions for this position.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide work direction and training to ~~classified staff, non-regular employees,~~ interns, program trainers, student advocates, and student employees.

**PHYSICAL EFFORT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stand, walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See the normal visual range with or without correction; vision sufficient to read fine print, computer screens and printed documents; operate assigned equipment and observe and assess the demeanor of others.

**Hearing:** Hear in the normal audio range with or without correction. Speech recognition – The ability to identify and understand the speech of another person; to hear well enough to understand, respond, and communicate clearly in person and on the telephone.

**CONTACTS:**

All Butte College faculty, staff and students, other colleges, social services agencies, police and sheriff departments, Wellness Advisory Board and the general public.

**WORKING CONDITIONS:**

A portion of the position may be in a typical office setting at a desk or computer terminal, while a portion of the position will be working with victims of assault and other agencies. Some off-campus work may be required to attend meetings, meet with clients and interface with external resources.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.