Project SAFE Director and Survivor Advocate
Emmons Wellness Center

POSITION SUMMARY

Through a combination of advocacy, training, educational program development and implementation, and campus-wide outreach, the Project SAFE Director and Survivor Advocate actively contributes to and sustains a campus culture free from sexual violence. The Project SAFE Director and Survivor Advocate engages with Oxy’s community of students, staff, faculty, parents and administrators, and oversees departmental efforts to provide effective educational and awareness programs focused on the prevention of sexual misconduct.

The Project SAFE Director and Survivor Advocate plays a vital role to students on campus who have been affected by sexual misconduct. In this role the Advocate works to help survivors navigate systems, and helps to ensure that survivors’ legal, medical, emotional, and academic needs are met.

The Project SAFE Director’s role as the Survivor Advocate also extends to providing advocacy, support, and resource referrals to faculty and staff that may be affected by sexual assault, intimate partner violence, and/or stalking.

Reporting to the Assistant Dean of Students for Emmons Wellness Center, the Project SAFE Director and Survivor Advocate works closely with Wellness Center Staff, and collaborates with College departments and community organizations to ensure that survivors of sexual misconduct receive comprehensive support.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

Advocacy Responsibilities (70%)

- Serve as Occidental College’s Primary Survivor Advocate, providing support and advocacy for survivors of sexual misconduct. This includes, but is not limited to:
  - accompanying survivors to local rape treatments centers for evidence collection
identifying and referring survivors to resources on and off campus to support their mental and physical health
- arranging academic accommodations through the office of the Dean of Students
- supporting and advocating for survivor throughout sexual misconduct investigations and adjudication proceedings, including attending intake interviews, investigation interviews, supporting survivor during the review of the investigation and other reports, supporting survivor during the hearing preparation, and attending hearings with the survivor
- providing ongoing case management, advocacy, and continued support and resources throughout survivors’ time at Occidental
- providing a safe space for survivors at Occidental

- Publicize, communicate and revise (as needed) the Project SAFE Empowerment Guide - a ‘roadmap’ for individuals seeking support following sexual misconduct. This roadmap will include links and referrals to medical evidence collection options, medical care, psychological care, and reporting options to LAPD and Occidental College
- Work closely with the Civil Rights & Title IX Office in coordination of services, adjudication process and access to resources and information for survivors, including attending trainings by the Civil Rights & Title IX Office on College policy and procedures and ongoing consultation on evolving Civil Rights & Title IX Office protocols
- Collaborate with the Civil Rights & Title IX Office in addressing and providing interim measures for students as needed
- Oversee survivor-centered services for students, faculty and staff on campus and coordinate off-campus services with community partners
- Work with the Office of Human Resources to accept referrals for sexual assault, intimate partner violence, and stalking support
- Develop and revise sexual assault response protocols for Oxy’s 24/7 confidential hotline, as needed
- Engage in clinical consultation with an Emmons psychologist
- Engage in clinical case management and consultation with the Campus Committee for Sexual Responsibility and Misconduct (CCSRM), to ensure a multi-disciplinary approach to care for survivors at the college
- Maintain the highest level of confidentiality on all matters regarding sexual misconduct affecting students, faculty and staff at Occidental College

Supervision/Administrative Responsibilities (30%)
- Work closely with the Assistant Dean of Students for Emmons Wellness Center to develop annual budget for Project SAFE; Closely monitor expenditures and obtain necessary approvals for budget expenditures
- Provide day-to-day management of Project SAFE.
- Regularly engage in communication and relationship-building with Emmons Wellness Center staff and other key departments
- Serve as main liaison to off-campus educational/advocacy resources
- Supervise all Project SAFE professional staff
- Provide general oversight of campus wide efforts on the promotion of healthy
relationships, sexual misconduct prevention, and healing for survivors, through
programming, education, and individualized support services.

- Provide general oversight for the training, supervision, guidance and mentoring
  of Project SAFE student programming assistants (PAs) and ensure that PAs
  receive extensive training, have clear responsibilities and schedules, have their
  work monitored, and receive ongoing feedback
- Provide oversight over publicity and branding for all Project SAFE materials, working
closely with the Assistant Dean of Students for Emmons Wellness Center.
- Serve on various campus committees dedicated to supporting survivors, developing
  resources, and maintaining compliance with campus, state, and federal regulations
  by participating in regular meetings, trainings, and committee tasks
- Manage Project SAFE website
- Meet weekly with the Assistant Dean of Students for Emmons Wellness Center to
discuss budget, programming, and other administrative aspects of Project SAFE.

Qualifications

Minimum Required Qualifications:
- Trained advocate; maintains California sexual assault crisis counseling and
domestic violence counseling certificates
- BA degree minimum with five years’ work experience or MA degree with
  three years’ work experience
- Competence in sexual assault crisis counseling and advocacy
- Excellent listening skills
- Ability to work effectively across different groups with cultural sensitivity
- Strong collaboration and relationship management skills
- Ability to maintain confidentiality
- Strong project and time management skills

Preferred Qualifications:
- Experience providing advocacy services within higher education
- Background or experience in educational programming
- Experience providing supervision to professional staff

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements
of the position to resumes@oxy.edu and dsakamoto@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees
or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender
expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry,
citizenship, age, marital status, physical disability, mental disability, medical condition, genetic
characteristic or information, military and veteran status, or any other characteristic protected by
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state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.