Summary

Through a combination of advocacy, training, educational program development and implementation, and campus-wide outreach, the Project SAFE Manager actively contributes to and sustains a campus culture free of sexual violence. The Project SAFE manager engages the community of students, staff, faculty, parents and administrators by providing effective educational programs focused on the prevention of sexual violence, through both prevention and intervention by seeking to educate while also providing support to survivors of sexual assault.

The Project SAFE Manager is Occidental College’s Survivor Advocate, playing a vital role to students on campus who have been affected by sexual assault. In this role the advocate ensures the survivors legal, medical, emotional, and academic needs are met.

The Project SAFE Manager’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 Senior Director of Emmons Wellness Center, the Project SAFE manager works closely with Wellness Center Staff and community services to ensure that survivors of sexual assault receive comprehensive support.

Essential Functions

Advocacy Responsibilities (70%)

- Serve as Occidental College’s Survivor Advocate, providing support and advocacy for survivors of sexual assault. This includes, but is not limited to:
  - being on-call available 24/7 for on call support to students at the time an assault is reported
  - 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 Title IX adjudication proceedings, including attending intake interviews, investigation interviews, supporting survivor
during the review of the investigation report and other report, supporting survivor
during the hearing preparation, and attending hearings with the survivor.
- providing ongoing case management, advocacy, and continued support and services
  throughout a 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 assault. 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 Title IX office in coordination of services, adjudication process and access to
  resources and information for survivors, including attending trainings by the Title IX office on
  college policy and procedures and ongoing consultation on evolving Title IX office protocols.
- Collaborate with the 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.
- Arrange and assess back-up on-call services with Santa Monica-UCLA Rape Treatment Center
  when away for business or on vacation.
- Engage in clinical consultation with an Emmons psychologist.
- Engage in clinical case management and consultation with OAACM (Occidental Assault,
  Advocacy, and Case Management) team, which includes members of Project Safe, Emmons
  psychological services and Emmons medical services, to ensure a multi-disciplinary approach to
  care for all survivors at the college.
- Maintain the highest level of confidentiality on all matters regarding sexual assault, intimate
  partner violence, and stalking affecting students, faculty and staff at Occidental College.

Healthy Relationships Program Responsibilities (20%)

- Promote healthy relationships on campus through programming, education, and individualized
  support services.
- Develop a campaign to bring awareness to domestic violence/intimate partner violence for
  students, faculty and staff.
- Serve as a main point of contact on campus for students, faculty and staff on all programming
  related to intimate partner/dating violence.
- Provide confidential support services to students, faculty and staff experiencing intimate
  partner/dating violence or requiring help identifying unhealthy relationships.
- Develop, implement and sustain a training for students, faculty and staff geared at identifying
  unhealthy relationship, building health relationships, and how to seek support for friends, family
  and/or self.
- Offer trainings for the campus community on healthy relationships with an emphasis on how to
  identify the difference between intimate partner/dating violence and unhealthy, but nonviolent,
  relationships.
- Promote healthy relationships by acting as an mentor and advocate to individuals seeking
  support for any type of unhealthy relationship.
- Offer local resources and provide referrals for community-based domestic violence experts.
Supervision/Administrative Responsibilities (10%)

- Closely monitor expenditures and obtain necessary approvals for budget expenditures from Director of Emmons. Work closely with Director of Emmons to develop annual budget for Project Safe.
- Provide day-to-day management of Project Safe.
- Regularly engage in communication with Emmons Center staff and other key departments.
- Serve as main liaison to off-campus educational/advocacy resources
- Supervise Project SAFE Program Coordinator.
- Participate in 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 Director of Health Services.
- Serve on the Clery Committee, which includes attending monthly meetings, receiving yearly trainings, and consulting on timely warnings and community bulletins.
- Serve on the Coordinated Community Response Team (CCRT) which brings campus and community partners together to coordinate services for survivors of sexual assault, dating violence and stalking.
- Manage Project SAFE website.
- Meet weekly with Director of Emmons to discuss budget, programming and other administrative aspects of Project Safe.

Other Duties as Assigned

Job Qualifications/Requirements

- Trained advocate; maintains certification
- BA degree minimum with five years’ work experience or MA degree with three years’ work experience
- Certification or proof of competence in sexual assault crisis counseling and advocacy
- Background in educational programming
- Excellent listening skills
- Ability to work effectively across different groups with cultural sensitivity

Compensation

- Salary is dependent on qualifications, experience, and divisional equity
- Full benefits package (domestic partner benefits available)
- This is a full-time, 12-month position.

Application Procedures

- To apply please send resume and cover letter to resumes@oxy.edu AND semal@oxy.edu
- For further information contact Human Resources at 323.259.2613
- Position open until filled