

# Sexual Assault Response Network Program Manager

HelpLine is seeking an energetic, self-motivated, and highly organized individual to supervise and work with a dynamic rape crisis team to implement our rape crisis services across a 5 county service region (Delaware, Morrow, Crawford, Wyandot, and Union Counties). The Sexual Assault Response Network (SARN) Program Manager oversees the day-to-day direct services of our SARN program, which provides 24/7 rape crisis services to sexual assault survivors and co-survivors through short/long-term advocacy, support groups/healing workshops, volunteer advocate program, SART (Sexual Assault Response Team) participation and leadership, community outreach, and community trainings. The SARN Program Manager offers ongoing support, guidance, and consultation for our SARN Advocates as they work with sexual assault survivors across our region. The SARN Program Manager also supports the SARN Volunteer & Training Coordinator in managing our volunteer advocate program, offering consultation and guidance on recruitment efforts, volunteer training, and retention activities. The SARN Program Manager works with the Sexual Assault & Victim Services (SAVS) Director to monitor evaluation data and grant outcomes and deliverables. The position works collaboratively with the SAVS Director and the team to build current and new partnerships with community organizations and service providers to increase survivor access to coordinated services and to support the development and implementation of services and outreach across our region. The SARN Program Manager represents our rape crisis program on county-level multi-disciplinary meetings (e.g. SARTs). This position will also provide on-call advocacy (in-person support for survivors presenting at local hospitals, law enforcement departments, and local corrections facilities for PREA response) and after-hours support, as needed. Our advocacy for sexual assault survivors is delivered through a trauma-informed, anti-oppression, survivor-centered framework. The SARN program has three offices across our five-county service region (Delaware, Mt. Gilead, Upper Sandusky); the primary office site for this position is located in Delaware; travel to and office coverage at all three offices is required. This full-time position is supervised by the SAVS Director and is eligible for Alternative Work Arrangements (hybrid).

## RESPONSIBILITIES

- + Provide leadership to and manage the implementation of our rape crisis intervention program (SARN) in our 5 county service area
- + Provide direct supervision to two SARN Coordinators (advocates) and a SARN Volunteer & Training Coordinator and conduct administrative responsibilities (e.g. submit timesheets, review leave requests, provide evaluations)
- + Organize and lead regular SARN Program team meetings
- + Oversee our volunteer advocate program, supporting the Volunteer & Training Coordinator in the recruitment, retention, management, and training of our volunteers; lead review and updates to our 40-hour training curriculum
- + Ensure data entry, tracking, and monitoring of all evaluation data from survivor services and community and/or volunteer trainings



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- + Ensure all outcomes data is reported out accurately and meet reporting deadlines
- + Be proactive in building a strong, mission focused, and united team; address team conflicts and issues as they arise
- + Observe and provide feedback on services and programming the SARN team implements
- + Participate in and support county SARTs (Sexual Assault Response Teams) to coordinate comprehensive services for sexual assault survivors
- + With the SAVS Director, cultivate and strengthen community partnerships through MOU development with SART and other community partners to increase referrals, collaboration, and coordinated service delivery
- + Collaborate with SAVS Director on the development, implementation, and evaluation of SARN strategic goals and objectives based on regional need and resources
- + In collaboration with the SAVS Director, plan, develop, and evaluate SARN intervention programs in all five counties based on needs assessments and identifying areas for improvement to increase program effectiveness
- + Ensure culturally inclusive programming that is trauma-informed and within an anti-oppression framework
- + With the SAVS Director, ensure rape crisis services meet Ohio Alliance to End Sexual Violence (OAESV) Core Standards
- + Provide consultation and support to Hotline staff around supporting sexual assault survivors
- + Assist with grant writing, reporting, and grant administration tasks
- + Provide support and/or backup support for all program areas, including advocacy, volunteer training, community training, and community outreach events
- + Provide day-time on-call support to sexual assault survivors and after-hours on-call support as needed, a responsibility shared across all SAVS/SARN staff
- + Work with SAVS Director to hire and train new SARN staff
- + Actively participate in agency leadership meetings and initiatives
- + Other duties as assigned by the SAVS Director.

## REQUIRED QUALIFICATIONS

- + Minimum Bachelor's Degree (Social Work, Social Services, or related field)
- + 3 or more years of experience in the anti-sexual violence field or related experience
- + 1-3 years of direct supervisory experience or demonstrated leadership experience including mentoring, coaching, and leading effective teams
- + Demonstrated leadership skills
- + Demonstrated ability in establishing and building strong relationships with team members, ensuring team members are heard, and facilitating participation among team members
- + Demonstrated knowledge and experience in the dynamics/best practices around sexual assault, intimate partner violence, family violence & child sexual abuse intervention
- + Experienced working with sexual assault survivors or other crime victims
- + Demonstrated understanding and values around anti-oppression, cultural inclusion, and providing trauma-informed and culturally informed sexual assault survivor services
- + Open to feedback and ability to participate in self-examination and personal/professional growth



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- + Ability to work effectively with a variety of populations and community stakeholders
- + Demonstrated ability to effectively balance, manage, and prioritize multiple tasks/projects simultaneously and meet multiple deadlines
- + Highly organized and attentive to detail
- + Models good work habits
- + Experienced in building successful relationships and partnerships and navigating conversations with community partners to build collaboration and coordination of services
- + Experience with grant reporting
- + Experience with program management
- + Demonstrated ability to manage multiple tasks, make sound decisions, and exercise good judgment in the context of crisis services programming
- + Ability to work flexible hours (evening and weekend hours required, as needed)
- + Ability to pass Background Check and Motor Vehicle Registration check

Although not required the following skills/abilities are highly desirable:

- + Completion of 40-hour rape crisis training per OAESV Core Standards and/or other 40-hour crime victim services training
- + Registered Advocate credentials
- + Master's Degree
- + LSW or LPC professional licensure
- + Experience with grant writing
- + Familiarity with North Central Ohio

## **WHY WORK FOR HELPLINE**

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

- + Full-time exempt position with competitive salary with personal growth and professional development opportunities. Salary range \$52,000 - \$62,400
- + Outstanding total rewards package, which includes but not limited to:
  - o 100% employee health, life, dental and Long Term Disability (LTD) premium coverage
  - o Simple Individual Retirement Account (IRA) – annual 2% HelpLine contribution, no match requirement and vested at enrollment.
  - o Voluntary life insurance and other optional benefits are available.
  - o Employee assistance program
- + Alternative Work Arrangement eligible position (hybrid)
- + Earned vacation, sick and compensatory time.
- + Mileage reimbursement for all work-related travel.



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- + We are committed to supporting our staff wellness through trauma-informed supports for staff, and secondary trauma support. NEW: we offer staff a subscription to HeadSpace which is a comprehensive online mindfulness and meditation platform
- + Self-care and wellness are valued by our agency and supported and promoted with consistency and accountability.
- + HelpLine values diversity, inclusion, and strives for a healthy work/life balance

## HOW TO APPLY

For full consideration, please submit a **complete application** consisting of a cover letter and resume to Lauren MacDade, Associate Director at [Imacdade@helplinedelmor.org](mailto:Imacdade@helplinedelmor.org). Applications will be accepted until the position is filled.

## ABOUT US

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit [helplinedelmor.org](http://helplinedelmor.org).

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.