



Safe Passage, Inc.

P.O. Box 621 DeKalb, IL 60115

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Sexual Assault Program Manager

We are hiring for a full time Sexual Assault Program Manager. This position requires a Master's Degree in Social Work, Counseling, Psychology or equivalent with current state licensure required or to be required shortly. The ideal candidate will have an understanding of domestic violence, sexual assault, and victim-centered services. In addition to, organizational abilities, good listening skills, and the ability to multi-task.

The Sexual Assault Program Manager will be responsible for the supervision of sexual assault program staff. This position will assist with the program development, management and community relationships to help build the program.

Core Responsibilities:

1. Supervise the SA program counseling, case management and legal advocacy staff.
2. Carry a small counseling caseload for sexual assault clients.
3. Assist in monitoring goals and work with staff to ensure their attainment.
4. Ensure that direct service staff is appropriately supervised and that they are receiving training and direction necessary to work effectively with clients.
5. Ensure that all staff receives timely performance reviews according to policies.
6. Ensure that staff operates according to agency principles and standards.
7. Review client files and give direction on their revision to sexual assault staff.
8. Builds and maintains relationships with NIU, criminal justice resources, police, hospitals, and other networking partners.
9. Remains current on relevant legal issues.
10. Participate in medical on-call and response to police departments.
11. Participate in case consultations regarding clients.
12. Help organize and take part in Sexual Assault Awareness Month.
13. Complete all necessary paperwork accurately and on time and in accordance with funder's requirements.
14. Participate in staff meetings and supervision.

15. Participate in trainings and webinars to further professional development.
16. Participate in county and community networking meetings.
17. Other duties as assigned.

Safe Passage offers a generous benefits package including:

- Medical, dental, and vision insurance (minimal cost to employees)
- Short and Long Term Disability
- Life Insurance
- 403B
- Generous PTO package

E-mail cover letter and resume to bversluys@safepassagedv.org.