



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

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Sexual Assault Program Manager

Safe Passage has an opening 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. Candidate will understand domestic violence, sexual assault, and victim-centered services. Must have 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.

Primary Responsibilities will include:

- Supervise the SA program counseling, case management and legal advocacy staff.
- Provide oversight of volunteers and interns working the hotline and Sexual Assault program.
- Carry a small counseling caseload for sexual assault clients.
- Participate in residential on-call.
- In collaboration with the Clinical Director and with input from staff, develop specific goals and objectives for the SA programs.
- Ensure that direct service staff is appropriately supervised and that they are receiving training and direction necessary to work effectively with clients.
- Assist in monitoring goals and work with staff to ensure their attainment.
- Initiate and participate in the staffing and coordination of client services within and across programs, encouraging cooperation and teamwork.
- Ensure that all staff receives timely performance reviews according to policies.
- Ensure that staff operates according to agency principles and standards.
- Review client files and give direction on their revision to sexual assault staff.
- Participate in case consultations regarding clients.
- Provides weekly supervision to program staff.
- Monitor staff and program activities for compliance with grant requirements and provide all information necessary for site reviews and other audits.
- Provide information needed in the preparation of grant applications and reports.
- Develop and strengthen relationships among community providers and governmental agencies by attending community/committee meetings, etc. Such as NIU, criminal justice resources, police, hospitals, PSLS, and other networking partners.
- Remains current on relevant legal issues.
- Help organize and take part in Sexual Assault Awareness Month.
- Participate in the training of staff, volunteers, and interns. This includes the 65 hour Domestic Violence and Sexual Assault training that is held three times a year.)

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