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**JOB DESCRIPTION****Program Coordinator: Prevention, Outreach, Lead Advocate**

Employee Name:	Employee ID:	Supervisor:
Class Code: EB97	Class Title: Health Educator III	Advertised Rate: B
Position Number/Slot:	Campus: Columbia	Work County: Richland
FLSA/Base Hours: Exempt/2080	Full Time/Part Time: Full Time	SOC Code:
State Funding %: 000.00	Federal Funding %: 000.00	Other Funding %: 100.00
Pay Band: 6 - \$40,759 \$58,086 \$75,413	Basis/Hours per week: 12 months/37.5	Type of Staff Position: Full-time Equivalent (FTE)

Job Purpose:

Under the general supervision of the Associate Director for Sexual Assault and Violence Intervention & Prevention (SAVIP), the purpose of this position is to coordinate, develop and implement programs and services, and evaluate outcomes of sexual, gender-based and intimate partner violence, sexual and street harassment primary prevention training and educational activities. Serves as the Lead Advocate and leads case staffing and coordinates follow-up services for survivors. Incumbent will provide confidential advice, assistance and advocacy on behalf of individuals concerning sexual violence, sexual assault, domestic violence, dating violence and stalking. Advocacy includes assistance in coordinating services with local agencies and other campus and community partners as appropriate, coordination of legal advocacy, medical advocacy and other assistance as needed. Individual will be responsible for having a rotating on-call schedule. The Lead Advocate will participate in the development of strategic plans, goals and measurable objectives for violence prevention programs and services for the department. Collaborates with departmental colleagues and community partners to plan, implement and evaluate theory- and evidence-informed prevention strategies. In partnership with SAVIP's primary liaison to the Changing Carolina Peer Leaders, assists with Peer Leader training, education, programming, etc. as directed. A primary focus of this position is developing, implementing and evaluating an evidenced-informed survivor advocate program. Trains, directs and supervises others performing various tasks associated with the delivery of programs and services, including graduate assistants and peer educators.

Essential/Non-Essential Functions:

Job Duty	Develops data collection and assessment strategy to evaluate the effectiveness of the interpersonal violence and advocate programs, utilizing Healthy Campus 2020 objectives and other evidence-based assessment tools that are valid and reliable.
Essential Function	Yes
Percentage of Time	10

Job Duty	Maintains data and records on all areas of programming and service delivery. Ensures data is up to date and in compliance with federal regulations. Works with the office staff to develop strategic plans that are in line with the Division of Student Affairs and Department of Student Health Services mission, goals, and objectives. Evaluates progress utilizing outcome measures and providing written reports as directed.
Essential Function	Yes
Percentage of Time	10

Job Duty	Lead on developing and delivering graduate assistant and student intern training to include coordinating with other SAVIP staff and on and off-campus resources to present at training, creating the schedule, creating/borrowing the training curriculum, serving on the Healthy Campus Initiatives GA Orientation committee, and evaluating the training based on outcome measures.
Essential Function	Yes
Percentage of Time	10

Job Duty	Utilizing evidence-based research and aligning with Healthy Campus 2020 objectives, Haven and NCHA data, develops and implements presentations, workshops, and educational campaigns for the campus to include all aspects of interpersonal violence education and risk reduction strategies, including bystander accountability and building healthy relationships.
Essential Function	Yes
Percentage of Time	25

Job Duty	Serves as the Lead Advocate and leads case staffing and coordinates follow-up services for survivors. Provide support, information and options, safety plans, and direct assistance to students and/or victims. Participates in on-going case management with the University's sexual assault working group as well as community agencies. Coordinates case staffing with SAVIP advocates. Responds to cases of sexual assault, relationship violence, and harassment as part of an on-call staff.
Essential Function	Yes
Percentage of Time	40

Job Duty	Responsible for maintaining operating expenses relevant to program initiatives. Seeks grant opportunities to strengthen office programmatic initiatives; develops and writes grant proposals following university procedures. Participates in QI studies and/or activities as directed.
Essential Function	Yes
Percentage of Time	5

Supervisory Responsibilities: Assists with the recruitment, training and supervision of graduate assistants. Assists with the training of student peer educators.	Guidelines and supervision received to do this job, including independence and discretion: The employee receives General Supervision verbally and in writing from the Associate Director of Sexual Assault and Violence Intervention & Prevention. The employee operates competently and independently within scope of job responsibilities. Incumbent must follow all University, divisional and departmental policies and procedures and comply with local, state, federal laws and accreditation standards.	Hazardous Weather Category: Essential
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USC Minimum Qualifications: Master's degree in health education, health promotion, or related field and 2 year experience or bachelor's degree in health education, health promotion or related field and 4 years related experience.	Position Specific Minimum Qualifications: Master's degree in health education, health promotion, or related field and 2 year experience or bachelor's degree in health education, health promotion or related field and 4 years related experience.
Knowledge/Skills/Abilities: Ability to establish effective working relationships and maintain positive public relations. Ability to conduct research, manage multiple tasks, plan, coordinate, innovate, evaluate, absorb and use new knowledge. Excellent oral and written communication skills. Expected to act with discretion and report unusual or sensitive situations and seek advance guidance from the supervisor prior to taking definitive action. Ability to work independently. Excellent team management experience and be able to juggle multiple complex priorities within a changing environment in a positive and solutions based manner. Excellent presentation skills; ability to successfully present to a diverse campus population. Ability to exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customer needs and expectations and mission of Student Health Services. Ability to demonstrate strong ethical, professional, and service-oriented leadership and interpersonal skills, and set a good example.	Preferred Qualifications: Knowledge of bystander accountability theory, sexual harassment, interpersonal violence, social justice, feminist, gender socialization and other related theories, and the ability to apply these to outcome measures, program development and implementation preferred. Experience working in a college/university setting. Experience applying issues of diversity and social justice to a prevention practice. Intermediate desktop publishing, word processing and spreadsheet skills are highly desirable as well as knowledge and experience with online programs utilized by students. Experience with Statistical Package for the Social Sciences (SPSS) and evaluation instruments.

Mental Demands: Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication	Additional Mental Demands:
Physical Demands: Carrying, Attendance, Driving, Kneeling, Pulling , Pushing, Reaching, Removing, Sitting, Speaking, Standing, Twisting, Walking, Writing, Grasp, Talk or Hear	Additional Physical Demands:
Lifting Requirements: Up to 25 Pounds (Light)	Visual Acuity Requirements: None of these listed
Noise Conditions: Quiet Noise Conditions	Physical Demands (Elements Exposed to): None of these listed
Equipment Needed to Perform the Duties: None of these listed, Cleaners, Computer and Peripheral Equipment, Fax, Scanner, Telephone, Vehicles	Additional Equipment Needed to Perform the Duties:

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