



SAVS Relief, SAVS Program, Victim Services

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: This relief position will provide back-up to the Sexual Assault Victim Services (SAVS) program. Requires 24 hour on-call support; response to crisis calls, advocacy and transport victims as necessary.

QUALIFICATIONS:

- Knowledge of rape and sexual assault issues and the impact on victims and their families, oppression and related issues, and domestic violence.
- Experience working with people in crisis preferred.
- Driving is a requirement for this position.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Personal cell phone required.
- Maintain personal internet account required.
- Maintain working email account and check messages regularly required.
- Must attend Victim Services 40 hour Training before covering shifts.
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Must be culturally competent & sensitive.
- Ability to work alone with little or no direct supervision, take initiative and act creatively.
- Ability to deal effectively with crisis situations.
- Ability to exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Demonstrates flexibility and willingness to adjust responsibilities in response to unexpected changes in workload, emergencies, and/or staffing.
- Knowledgeable about the legal and civil rights relevant to serving victims of sexual violence.
- Knowledgeable about the social and cultural characteristics of the service population.
- Knowledgeable about the medical and health impacts on victims of sexual violence.
- Knowledgeable about the emotional and safety needs of victims of sexual violence.

ESSENTIAL FUNCTIONS:

- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.

- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
- Provides crisis intervention and advocacy in person and by phone.
- Provides peer support information, referral and advocacy to clients.
- Provides emergency transportation as needed.
- Keep up to date with resources and SAVS procedures.
- Maintain accurate records and confidential information on each call.
- Turn in all report forms within 48 hours of shift.
- Follow procedures and protocol as outlined in the SAVS Training Manual and as they appear in the Community Works Staff Policies Manual.
- Maintain professional relations with community partners (police, hospital personnel, emergency personnel, etc.).
- Utilize active listening skills and maintain non-judgmental attitude while working with clients.
- Provide support for SAVS projects and events.

Position Name	Position Reference #
SAVS Relief, SAVS Program, Victim Services Position is Relief, on-call.	520-WA
Send your Cover Letter & Resume to be considered for this position. Please include the position name and position number in your cover letter.	
By EMAIL: staffing@community-works.org	
By MAIL: Attention: Staffing, 201 W. Main Street Suite 3D, Medford, OR 97501	
By FAX: Attention: Staffing, (541) 779-3317	
Closing Date	Or Open Until Filled XXX

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