

Job Description

Job Title: **Sexual Assault Services Director**

Reports to: Executive Director, Rape Crisis
Center of Horry and Georgetown Counties



Qualifications: A master's degree in social work, counseling, or a related field and a minimum of two years of experience in trauma counseling. Management experience required. Experience working in the field of sexual assault and abuse preferred. Must possess SC clinical licensure.

Salary: \$60,000-\$70,000 + a generous benefits packages, including flexible schedule, health insurance, dental insurance, and short-term disability. Commensurate with experience.

General Summary of Duties: To oversee, enhance, and expand comprehensive services for survivors of sexual assault/abuse through response to hotline and hospital calls, short-term targeted counseling, and group counseling.

Job Expectations:

Program Management

- Ensure that the overall organizational goals and objectives in regard to sexual assault program services are met;
- Be familiar with all related grants and assure completion of goals, objectives, and documentation requirements including the collection and maintenance of statistics;
- Provide organizational expertise to and supervision of the sexual assault program services staff (both paid and volunteer);
- Assist with long-range program planning including grant proposals as related to the sexual assault program;
- Maintain knowledge of current research information with regard to legal, medical, psychological, and other areas related to sexual assault victim services;
- Ensure quality assurance of client services by tracking and monitoring client retention and satisfaction with services;
- Support the volunteer program and assist in training and recruitment of volunteers;
- Ensure quality assurance of volunteer activities by tracking and monitoring volunteer retention and satisfaction with training and volunteer experience;
- Ensure quality assurance of client services by tracking and monitoring client retention and satisfaction with services;
- Support the volunteer program and assist in training and recruitment of volunteers;

Rape Crisis Center of Horry & Georgetown Counties' mission is to promote public awareness of the realities of sexual victimization and strive toward its elimination through outreach and community education.

- Ensure quality assurance of volunteer activities by tracking and monitoring volunteer retention and satisfaction with training and volunteer experience;
- Ensure grant objectives are met and documented; and
- Prepare monthly reports, quarterly reports, and annual progress reports for funding grant.

Direct Services

- Provide a full range of therapeutic services to include crisis, individual, group counseling and referrals for survivors of sexual assault/abuse and their family members using agency-selected, evidence-based best practice therapy models;
- Provide counseling at off-site locations, as needed by clients and per formal agreements with other direct service providers, residential facilities, and schools;
- Provide case management services to include maintenance of client files for assigned case load;
- Assist clients with legal and personal advocacy when appropriate; and
- Participate with crisis staff in hospital accompaniment and crisis calls as needed in the office and in the after-hours on-call rotation.

Relationship Building

- Maintain a comprehensive knowledge of community resources, medical and social services, and the criminal justice system as appropriate for sexual assault victims; and
- Develop and/or participate in a regional SART in cooperation with the Coalition's SANE program and county victim services staff.

*This position is currently a hybrid remote/in-office position. Employee must live within 30 minutes of Horry County, SC to ensure reasonable response time to area hospitals.

Resumes accepted until position is filled. If interested, please email a cover letter, resume, and references to Interim Director, executivedirector@victimtosurvivor.org. No phone calls please.