Options
DOMESTIC & SEXUAL VIOLENCE SERVICES

Our mission is to provide Options for *help*, *hope*, and *healing* to victims and survivors of violence and abuse.

Rural Services Coordinator

Position Summary

The Rural Services Coordinator (RSC) is an Advocate who supports victims and survivors in their recovery from trauma and works with clients to create their own plans for independence. The RSC carries out the goals of the Victim Services Outreach Project and works in a survivor-driven manner with the rural community of northwest Kansas. The RSC is the lead case manager for the western part of the service delivery area, and they focus on helping Advocates work to repair harm caused by interpersonal violence, while developing partnerships in the surrounding area. This position is also responsible for monitoring the Colby facility.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Advocates must be able to respond calmly and appropriately in times of crisis and in the face of sometimes emotionally elevated clientele and must be able to function independently and demonstrate flexible thinking and personal integrity.

Funding Source – SGF – 100%

1. Provide daily supervision case management to direct service staff in the Colby Office.
2. Serve as lead Advocate Trainer, responsible for developing and maintaining Advocate Training Manual for use by other supervisory staff.
3. Provide direct services to victims, indirect victims, and their families.
   a. Perform victim screening/assessments and intakes, as needed.
   b. Provide all 12 Core Sexual Assault Services and all 13 Core Domestic Violence Services in accordance with the Advocate Manual and other agency protocols.
   c. Assist victims to develop safety plans, both immediate and long term.
   d. Provide information on victims' legal rights and protections, including helping victims complete and submit Victim Compensation applications.
   e. Provide victims with assistance and referrals for other services such as housing, drug/alcohol counseling, mental & physical health services, financial assistance, childcare, etc.
4. Coordinate and develop partnerships with allied professionals and organizations to further the mission of community-based services.
5. Monitor grant deliverables for own position and for staff within the department, including some reporting and evaluation, as outlined in project narratives.
6. Ensure budget objectives are met for Community division, as assigned.
7. Perform routine office care tasks to maintain a healthy and safe working environment for colleagues and self.
8. Record and enter accurate service data following procedures as outlined in the Advocate Manual.
9. Complete professional development plans with minimum of 16 hours of training completed each year and monitor professional development plans of community-based staff.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position provides direct supervision of 2 FTEs and participates in the on-call supervisor rotation schedule.

Classification:	salary, exempt	Department:	Client Services
		Reports to:	High-Risk Team Coordinator

Work Environment
This job operates primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, telehealth software, chat software, and fax machines. Work may also be performed at alternate locations including the Options' safe shelter (a residential living facility), partner offices, law enforcement centers, and courts.

Physical & Emotional Demands
While performing the duties of this job, employees are regularly required to sit, talk, or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. Employees may be required to lift up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, advocates will find themselves in high stress and emotionally charged situations. Advocates will be able to identify and manage their own emotions, triggers, and coping strategies (from their own emotional volume plans) while assisting survivors in crisis. Options staff develop annual professional wellness plans to help reduce the impact of vicarious trauma and compassion fatigue.

Organizational Values
Options' services are Free, Confidential, & Voluntary. Options focuses on providing care that is survivor-centered, trauma-responsive, culturally relevant, compassionate, and available to all. Options collaborates with employees to examine problems, develop solutions, and make decisions together, striving for the betterment of the organization and to build resilience with survivors, their families, and inside our own communities. Staff are expected to demonstrate respect for all people and support efforts of inclusion in matters of cultural and religious identity, sexual orientation, gender identity, dis/ability, race or ethnic origin, and age.

Travel
Travel is primarily local (within the 18-county service area) during the business day, although some out of the area and overnight travel will be expected.

Education and Experience
Preferred: Bachelor's degree in social/human/victim services field with a minimum of three years' relevant experience
Minimum: Associate degree in social/human/victim services field with a minimum of one years' relevant experience OR High School diploma or equivalent and several years' relevant experience.

Additional Eligibility Requirements
- Must have valid Kansas Driver's License with clean driving record, reliable transportation w/ valid vehicle insurance and ability to transport victims in personal vehicle, as needed.
- Must be able to type conversationally at minimum speed of 40 wpm.
- Must consent to background check and fingerprinting for the purposes of screening for sexually or physically violent criminal offenses.
- Must be eligible to work in the United States.

Position Hours
This is a full-time position and regular hours are Monday through Friday, 9:00 a.m. to 5 p.m.; however, this position may occasionally require longer hours and weekend coverage participates in the supervisor on-call rotation.

Options offers
Competitive wage, mileage reimbursement for required travel, fully paid health & dental insurance, Employee Wellness Program, paid professional development, paid holidays, and generous paid vacation and sick time.

Employee signature constitutes understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date_____