

SUPPORT GROUP COORDINATOR

Organization: Sexual Assault Resource Center

Supervisor: Alder Program Manager

Compensation: \$20/hour with medical benefits

FTE: Part-time, 0.5 FTE

Varied hours including some evenings



The Sexual Assault Resource Center (SARC), whose mission is to promote social justice by ending sexual violence through advocacy, support and education was founded in 1977 and remains a unique fixture today in Oregon as one of the two remaining stand-alone non-profits dedicated to serving survivors of sexual assault. Our full array of free and confidential services include a 24-hour support line as well as an in-person response team for survivors who are undergoing medical attention and/or filing a police report, case management, culturally specific services for commercially sexually exploited children (CSEC) and Latinx survivors, individual and group mental health services, as well as nine-week prevention curricula for both middle and high school students.

SARC's Alder Program provides sound mental health services, which are trauma informed and evidence based, to adolescent or adult survivors of sexual assault in an effort to prevent, eliminate, or in some cases at least reduce the effects of common trauma responses including depression and PTSD. SARC is offering a fulfilling opportunity to be a part of an innovative program with an exceptional staff of mental health clinicians, providing high caliber individual and group therapy.

SARC highly values equity and inclusion. We are committed to the goal of cultivating and nurturing a diverse team of dedicated staff members who understand the intersection of sexual violence and other forms of oppression. We believe that our staff should reflect the community we serve; candidates representing culturally diverse populations are strongly encouraged to apply.

The vision of SARC's Support Group Coordinator position is to maintain, facilitate, and create new confidential, trauma-specific support groups for survivors of sexual assault. A successful applicant will be able demonstrate an understanding of 1) support group design and facilitation 2) trauma-informed mental health services, and 2) the dynamics of sexual violence and how it affects the individual survivor and communities as a whole.

For the duration of their employment the Support Group Coordinator will be supervised weekly by the Alder Program Manager and work collaboratively with our clinical team to facilitate existing support groups and develop new support groups as identified by need in the community for survivors. Supervision will entail discussing the finer points of trauma-informed support group facilitation, group curricula development, outreach, and community collaboration in order to meet the needs of the survivors' emotional, physical and social needs within a culturally appropriate context. Additionally, supervision will focus on vicarious trauma debrief where the Support Group Coordinator is allowed time to process the transformation in the self that results from empathic engagement with traumatized clients. This step is considered a best practice and crucial for successful longevity in the field of trauma-specific counseling work.

ESSENTIAL RESPONSIBILITIES:

FUNCTION 1: PROGRAM COORDINATION

- Assess the need in the community for specific types of support groups for survivors.
- Design, update groups and curriculums, and implement groups to fill those needs as resources allow
- Design and implement various marketing tools for all offered groups
- Conduct phone screenings to determine appropriateness for SARC services and maintain a list of clients requesting services
- Schedule and administer in-person intake appointments for potential group members
- Recruit, screen, train, and supervise Professional Volunteers to co-facilitate groups
- Consult with and guide Bilingual/Bicultural Clinician as needed in the development and facilitation of the Support Group for Spanish-Speaking Survivors

FUNCTION 2: DIRECT CLINICAL WORK

- Offer a minimum of three ongoing, year round support groups
- Offer two, time limited groups, each twice a year or as deemed appropriate for the need
- Ensure clients are aware of their right to privacy and programmatic procedures
- Confer with SARC clinicians or outside treatment providers as necessary
- Supervise professional volunteers co-facilitating groups weekly
- Maintain client intake forms, progress notes, terminations and case files
- Maintain a referral list for community resources that provide sexual assault services not available through SARC

FUNCTION 3: DATA COLLECTION & GRANT REPORTING

- Keep regular statistics in accordance with current funding stream(s)
- Assist in completing scheduled narrative reports required by current funding stream(s)
- Administer quarterly quality assurance surveys
- Compile year-end performance report as requested

FUNCTION 4: ADMINISTRATIVE DUTIES

- Maintain all policies & procedures as needed
- Update and/or create program forms as needed
- Maintain all program equipment and supplies
- Keep regular time sheets & expense reports
- Compile year-end performance reports
- Attend Mental Health Team meetings and SARC staff meetings

Education Requirements:

- A Masters degree in Social Work, Counseling, PMHNP, Marriage and Family Therapy or other related professions.
- Must meet provider Qualified Mental Health Professional (QMHP) credentialing requirements as required by Oregon Administrative Rules (OARs) 309-019-0125 (8).
- Licensure or currently under a plan for licensure in designated mental health field.

Critical knowledge and skills needed for this position:

- Support Group Facilitation skills
- Curriculum development
- Multi mental health skills relating to trauma informed therapy and varying techniques used for coping, regaining control, understanding trauma processing, addressing shame and guilt, and group leadership skills.
- Knowledge and/or experience in the anti-violence movement and working with survivors.
- Intermediate skills in the following computer software: Word, Excel, and Power Point
- The person must be able to pass a thorough a criminal background check.

- Valid driver's license and reliable vehicular transportation.

Additional Requirements:

- Excellent written and oral communication skills. Ability to articulate concepts and expectations to partners and stakeholders. Will need to meet with varying levels of case-related professionals.
- Significant self-direction/self-management skills. Able to work independently and effectively both individually and in group settings.
- Ability to effectively compile and analyze simple data and develop program recommendations to Executive Director regarding effective use of volunteers, future directions, trends etc.
- Well-developed organizational, analytical and problem solving skills.
- Ability to manage multiple activities at one time.
- Demonstrated leadership skills.
- Oriented to client's needs

Strongly Preferred:

- Candidates representing culturally diverse populations are strongly encouraged to apply.

How To Apply:

1. Please begin your application by attaching a one-page cover letter outlining how your previous work and/or volunteer experience makes you an ideal candidate.
2. Submit a current resume that does not span more than two pages.

All applications are to be submitted electronically to mychellem@sarcoregon.org.

This position is open until filled
Faxed submissions will not be considered.

If you have questions please contact Mychelle Moritz, Mental Health Program Manager at the email address listed above.

**DO NOT IMBED THE TWO REQUIRED DOCUMENTS WITHIN THE BODY OF YOUR EMAIL -
PLEASE SEND THEM AS ATTACHMENTS**