

Job Description

Job Title:	Sexual Violence Response Coordinator
Department:	Human Rights, Equity and Inclusion
Reports To:	Director, Sexual Violence Prevention and Response
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	January 2019

Primary Purpose

Reporting to the Director, Sexual Violence Prevention and Response, the Sexual Violence Response Coordinator (SVRC) is a central resource person for members of the University Community who have experienced, or been impacted by, sexual violence. The SVRC will assist by providing guidance on where to find support, options that are available and information on next steps, including safety planning, and navigating University procedures.

Key Accountabilities

Works with campus stakeholders and serves as a community resource to ensure appropriate response to sexual violence

- Supports the Director, Sexual Violence Prevention and Response to consult, advise, and support university community members in their response to sexual violence
- Liaises with departments and groups in the university community who would like to consult on the issue of sexual violence and related topics.
- Assists with coordinating accommodations or interim measures on a case-by-case basis.
- Ensures that supports and referrals are available for members of the community who believe they have been a victim or have been accused of sexual violence
- Sits on campus committees, when appropriate

Primary support for University of Waterloo survivors/victims and respondents

- Responds to individual disclosures of sexual violence by providing support and referrals based on individual needs.
- Provides support in the following areas based on individual needs, including but not limited to: referrals to counselling support; requesting academic, residence or workplace accommodations or changes; referral to and personal support in accessing health care and supports from other community agencies; facilitating drafting of complaint documents; support in accessing safety planning; support and assistance in: reviewing reporting options, potential outcomes of reporting options and decision making related to next steps, assistance in informing others (family, friends, professors, managers and co-workers) as needed.
- Provide support to respondents, helping them to understand next steps and the resources that are available to them
- Maintains an understanding of the legal and reporting requirements and advises members on policy and protocol compliance.

Assists in maintaining data, record keeping, and reporting systems

- Engages in documentation of statistical information, as well as direct and indirect service provision, regarding the incidence of sexual violence on campus, and on institutional initiatives related to sexual violence, as required for institutional reporting.
- Assists with the coordination of regular campus audits, consultations, and policy reviews and revisions in conformity with University requirements.
- Adheres to confidentiality guidelines governing the collection, maintenance, release and sharing of data collected.

Supports campus-wide coordination of education of sexual violence, in collaboration with the Senior Education Officer, Federation of Students, and Sexual Violence Awareness and Prevention working group

- Assists with coordination of policy-related communication and education, including proactive and sustained prevention focused education on sexual violence as well as training on responding to incidents of sexual violence.
- Supports the delivery of education and training content to address individual roles and responsibilities including in particular, the roles of those involved in responding to and addressing sexual violence.
- Assists with the support of the campus wide sexual violence prevention strategy, including administrative responsibilities, development and delivery of initiatives, and participation on sub-committees

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Successful completion of a post-secondary university degree, in an academic discipline that is transferable to the role (i.e.: Social Work, Gender Studies, Counselling Psychology, Community Psychology, etc.); a Master's Degree is preferred

Experience

- 3 years of progressive experience related to sexual violence prevention and response;
- Professional experience providing support and/or counselling to survivors of sexual assault, domestic and family violence, and other forms of sexual violence
- Professional experience working with those accused of sexual violence
- Experience in the development and delivery of related education programs
- Crisis management experience, demonstrating effective needs assessment and risk assessment skills
- Knowledge of and experience working with equity-seeking groups on campus
- Demonstrated understanding of the differential impacts of trauma caused by sexual violence
- Knowledge and understanding of multicultural approaches to supporting survivors

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- Ability to acquire and apply knowledge of applicable legislation (e.g. Victims' Bill of Rights, Bill 132, etc.)

The successful candidate will be required to complete a vulnerable sector check as part of the recruitment process

Knowledge/Skills/Abilities

- Deals with confidential materials and must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle at times emotional concerns
- Understanding and experience supporting those impacted by sexual violence utilizing an intersectional, anti-oppressive, trauma informed approach

Nature and Scope

- **Contacts:** Internally, this position will be regularly working with Campus Police Services, Secretariat's Office, Associate Provost Students office, Human Resources, Health Services and Counselling Services and CMAHRO. Also this position will be in contact with the Faculty and Staff Associations, the Federation of Students and the Graduate Student Association. Externally, this position needs to be knowledgeable and have a strong working relationship with external agencies that support individuals impacted by sexual violence. The incumbent liaises with professional and agencies representing the University on matters that are highly sensitive, confidential and critical to the deliverables of the University of Waterloo
- **Level of Responsibility:** This position is responsible and accountable to the University of Waterloo community as outlined above.
- **Decision-Making Authority:** This position has final decision-making authority for all items outlined above.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Exposed to stress and pressure associated with front-facing support positions. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year).