

Job Description

Job Title:	CEE Workplace Sexual Violence Education Coordinator
Department:	50% Human Rights, Equity and Inclusion, 50% CEE
Reports To:	Director, Sexual Violence Prevention and Response
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	September 2021

Primary Purpose

Reporting to the Director, Sexual Violence Prevention and Response (SVPR), the CEE Workplace Sexual Violence Education (Coordinator/Facilitator) is responsible for developing and delivering presentations, workshops and training for Cooperative and Experiential Education (CEE) employees and students participating in work integrated learning programs which focus on workplace violence, harassment and sexual violence/sexual harassment. This role also acts as a key resource to the Advisors, Workplace Harassment Team Lead(s) and Advisors, Workplace Harassment.

Key Accountabilities

Training and Education within CEE

- Work in collaboration and cooperation with colleagues within CEE and SVPR Office to design and deliver programs, workshops and training related to the experience or witnessing of sexual violence in the workplace for those participating in work integrated learning programs through a variety of formats including in-person and online
- Develops theme-based training including, but not limited to: communication skills, harassment prevention, conflict management, bystander intervention, employee rights, reporting pathways and resources.
- Provides booster sessions to employees regarding, but not limited to: responding to disclosures, trauma informed communication skills, empathetic listening and barriers to disclosing.
- Seeks opportunities to engage external organizations/individuals who can provide specialized training and education to our campus community
- Establishes and maintains relationships with campus partners, and identifies opportunities to lead or collaborate on initiatives
- Provides guidance and recommendations regarding current trends, policies and approaches to addressing workplace harassment
- Works closely with CEE Embedded Mental Health Counsellors to identify collaborations

Training and Education within SVPRO

- Supports the coordination of campus-wide sexual violence prevention and education initiatives in a variety of formats including in-person, online, videos, social media and print
- Assists with the coordination of regular program evaluation, campus audits, consultations, and policy reviews and revisions in conformity with University and Ministry requirements
- Engages in ongoing assessment of the learning needs of students and employees in CEE, aligning assessment with learning outcomes
- Identifies emerging trends and collaborates with the SVPR Office to ensure training and education in CEE is consistent with the language, approach and strategic goals of overall sexual violence education at UWaterloo.

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Consultation and Support

- Acts as a liaison between the SVPR Office and CEE regarding upcoming events, opportunities and initiatives as well as identifying potential areas for growth in programming and response processes
- Provides support to the Sexual Violence Response Coordinator when needed to respond to individual disclosures by offering support and referrals based on individual needs, safety planning, and advising survivors of formal and informal options available to them.
- Participates in CEE Advisor, Workplace Harassment meetings, case consultations and debriefs
- Serves as a resource to the Advisor, Workplace Harassment Team Lead(s) and Advisors, Workplace Harassment Advisors as required
- Addresses concerns as they arise during education programming and provides appropriate referrals and follow-up

Administrative Duties

- Works closely with the Advisor, Workplace Harassment Leads to update resources in SharePoint
- Works alongside the Advisor, Workplace Harassment Leads to create templates and best practices that will aid the Advisors, Workplace Harassment in supporting students during their work terms
- Liaises with other post-secondary institutions provincially and nationally to share best practices and partner on joint program and campaign development
- Supports the Sexual Violence Prevention Task Force, where appropriate
- Attends regular supervision with the Director, SVPR and with the supervising CEE leader as requested
- Works with the Communication and Engagement Coordinator to ensure content and messaging regarding sexual violence prevention initiatives are consistent with Human Rights, Equity and Inclusion communication strategies
- Ensures the CEE Workplace Harassment webpage has updated national resources for students to reference and access
- Engages in documentation of statistical information on institutional initiatives and direct support related to sexual violence, as required for institutional reporting
- Adheres to confidentiality guidelines governing the collection, maintenance, release and sharing of data collected
- As a part of a multi-disciplinary unit, attends unit meetings, department meetings, and other meetings as requested or directed by the Director, Sexual Violence Prevention and Response and/or **CEE person overseeing this role
- Participates on broader university committees, where appropriate

Other

- Performs other duties and assists with special projects as assigned.

**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

- Bachelor's degree in a related discipline (e.g., Education, Gender Studies, Sexuality and Women's Studies, Criminology, Social Work, Sociology, etc.); a Master's degree preferred.

Experience

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- 5 + years of progressive experience, training and practice in sexual violence prevention education, trauma-informed practice and human rights, preferably within a workplace context.
- 3 + years professional experience providing support and/or counselling to survivors of interpersonal violence including but not limited to sexual assault, domestic and intimate partner violence, sexual harassment, and other forms of violence
- Understanding and experience applying intersectional, feminist, trauma informed, anti-oppressive and anti-racist practices relating to sexual and gender-based violence
- Experience integrating best practices in program development, implementation, and delivery
- Experience with Co-Operative Education and working within a post-secondary setting is an asset
- Experience working with a remote team is an asset

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

Knowledge/Skills/Abilities

- Strong knowledge of sexual violence response processes in a post-secondary setting
- Strong understanding of program efficacy in sexual violence education and response in a post-secondary setting
- Demonstrated understanding of the differential impacts of trauma, particularly on diverse community members, and survivor centered practice
- Ability to engage in challenging conversations, utilizing excellent communication skills
- Ability to acquire and apply knowledge of applicable legislation (Ontario Human Rights Commission, Occupational Health and Safety Act, Bill 132, University of Waterloo Policy 42, etc.)
- Proven experience working with confidential and highly sensitive issues in a complex environment
- Must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well developed interpersonal communication skills, along with an open creative approach to problem solving

Nature and Scope

- **Contacts:** Internally, this position will be regularly working with the offices under the Human Rights, Equity and Inclusion Unit, Cooperative and Experiential Education (CEE), Residence Services, Student Success Office, Waterloo Undergraduate Student Association (WUSA), Graduate Student Association (GSA), Human Resources, Campus Wellness, and Counselling Services. Externally, this position needs to be knowledgeable and have a strong working relationship with agencies that support individuals impacted by sexual violence, particularly within a workplace context. 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 is expected to be self-directed in executing their responsibilities. The role has a mix of defined, specialized, routine and non-routine tasks and requires sound judgement, tact, and discretion in juggling and executing these responsibilities. This position will make recommendations to the Director, Sexual Violence Prevention and Response regarding the execution of their responsibilities.
- **Physical and Sensory Demands:** : Minimal demands typical of a position operating within an office environment. Requires close attention to detail, thoroughness and accuracy. Often travelling to various spaces across campus.
- **Working Environment:** The position is exposed to stress and pressure associated with front-facing support positions. It involves moderate psychological risk resulting from difficult and unavoidable

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exposure to disagreeable and uncomfortable environmental and psychological conditions. There will be unusual hours and schedules including evening hours and some weekends. There are often multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. unplanned but urgent requests, varying volumes of demand at different times of the year). At times travelling to satellite campuses and Affiliated and Federated Institutions of Waterloo.