

## **JOB DESCRIPTION**

### **OUTREACH COORDINATOR – PREA (PRISON RAPE ELIMINATION ACT)**

**General Nature of Position:** The Outreach Coordinator for PREA is responsible for developing an initiative, in collaboration with Department of Corrections and Community Supervision (DOCCS), that strengthens coordination between DOCCS staff, rape crisis centers, local law enforcement, SANE, and medical personnel to improve the response to sexual violence in correctional facilities. The overall project is to assist New York State in establishing compliance with PREA. This position will have a significant amount of travel. This is a full-time, exempt position.

**Preferred Qualifications:** Associate or higher degree and/or 3-5 years of relevant experience. Skills in training and team building. Strong communication, organizational, and writing skills. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

**Reports to:** Associate Director

#### **Specific Duties:**

- Identify Best Practices—
  - Research, in conjunction with DOCCS, existing best practices and tools regarding PREA to support development or enhancement of policies and practices in New York State with respect to improving access to rape crisis and emotional support services for incarcerated victims of sexual abuse.
  - Conduct outreach to community-based agencies already doing excellent work regarding PREA to help inform project activities.
  - Talk with current PREA pilot project rape crisis programs to see what's working and what needs improvement.
  - Assess current PREA pilot project.
- Engage in System Advocacy—
  - Review and give feedback to DOCCS regarding any existing or proposed policies.
  - Review and give feedback to other service providers regarding existing or proposed organizational and/or institutional policies and practices that impact response and services to victims of sexual violence in correctional facilities.
  - Work with NYSCASA Advisory Group and/or community groups for feedback on policies and materials to ensure they are inclusive of all people.
- Provide Training and Technical Assistance—
  - Work in collaboration with DOCCS to establish a training and technical assistance program to be headed by a statewide coordinator of sexual assault services for incarcerated victims with a focus on technical assistance, resource and training development, and prevention planning.
  - Facilitate and coordinate cross-training activities regarding the roles and responsibilities of SART members.

- Plan and provide trainings regarding sexual violence, prevention, confidentiality, and PREA standards.
  - Increase multidisciplinary professionals' knowledge of effective responses to sexual violence in correctional facilities, including addressing the needs of specialized populations (e.g., youth, LGBTI, mentally ill, developmentally disabled, disciplinary).
  - Respond to technical assistance and consultation requests regarding PREA from rape crisis victim advocates, allied professionals, and others via phone, email, in-person, and/or other avenues.
  - Proactively provide ongoing technical assistance and related information and resources.
- Promote Collaboration—
    - Conduct outreach and coordination with community-based agencies' local rape crisis programs.
    - Create a local/regional plan, in collaboration with the rape crisis programs, to effectively engage corrections staff, law enforcement, prosecutorial, medical, and mental health professionals in addressing PREA.
    - Plan, convene, facilitate, and/or attend meetings to develop collaborations to establish or strengthen Sexual Assault Response Teams (SARTs) specifically to address PREA.
- Support Services—
    - Develop reimbursement rate schedule and process for rape crisis counseling, victim advocacy, and related services.
    - Develop and implement a Memorandum of Understanding to outline rape crisis programs' responsibilities on the project and the reimbursement schedule.
    - Manage the reimbursement funds for PREA rape crisis counseling and victim advocacy services.
- Other Activities—
    - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
    - Complete required reports.
    - Participate in professional development.
    - Attend NYSCASA meetings.
    - Assist with NYSCASA's annual conference and any other events.
    - Perform other duties as assigned by the Associate Director.

**Salary Range:** \$30,000-\$40,000

Prepared January 2015