

## **JOB POSTING**

### **Iowa Attorney General's Office – Crime Victim Assistance Division**

#### **Sexual Assault Forensic Response Coordinator (Program Planner 3) - Training, Outreach and Advocacy**

The Iowa Attorney General's Office-Crime Victim Assistance Division (CVAD) is looking for a full time Sexual Assault Forensic Response (SAFR) Coordinator to oversee all aspects of sexual assault response across the state, with a primary focus on Sexual Assault Nurse Examiners (SANE). The SAFR Coordinator will conduct training, outreach and education for various practitioners; develop, cultivate and manage relationships with contractors, providers, vendors and the general public across the state; plan and manage CVAD events; and more.

#### **Who We Are**

Our mission is to advocate for the rights and needs of crime victims and ensure that all victims and survivors will be treated with dignity and respect. Founded in 1989, CVAD provides services and assistance to victims of violent crimes, recognizing that all crime victims and survivors should be treated with dignity and respect. Our programs are supported by funds primarily from fines and penalties assessed on state and federal criminals. CVAD programs include:

1. Crime Victim Compensation Program
2. Sexual Assault Examination Payment Program
3. Victim Services Support Program
4. Training & Outreach Program
5. Registrant Watch (in collaboration with the Dept. of Public Safety-sex offender notification system)
6. IowaVINE - Iowa Victim Information & Notification Everyday system
7. Identity Theft Passport Program
8. Safe At Home program (in collaboration with the Secretary of State's Office)
9. Statewide Restitution coordination
10. Human Trafficking coordination and services

The Training, Advocacy and Outreach (TAO) Team aims to reach a variety of practitioners across the state to ensure that crime victims receive effective and safe response and assistance. To accomplish this, the TAO Team serves as the face of the Division and the assistance that CVAD can provide. Team members serve as a bridge both within the Division and with external stakeholders and victims. The team adapts to accommodate emerging trends and the evolving needs of survivors by being flexible, seeking out and seizing opportunities to take on new projects and by advancing current projects and initiatives.

#### **What You'll Do**

The Sexual Assault Forensic Response Coordinator reports directly to the TAO Team Program Administrator and works in partnership with the Sexual Assault Crimes Coordinator with responsibility for the project management, training and technical assistance and other initiatives as part of CVAD's Sexual Assault Response Unit.

The SAFR Coordinator will:

- Establish the position as state-level resource for Sexual Assault Nurse Examiners, Sexual Assault Response Teams (SART), Children's Advocacy Centers (CACs) and other coordinated response teams across the state.
- Coordinate training and technical assistance provision with contracted providers and monitors contract compliance.
- Establish and monitor on-call process for meeting the training and technical assistance needs of SANEs statewide.
- Coordinate, at a minimum, 2 statewide initial 40-hour trainings for new SANEs each year, 6 trainings at Iowa Law Enforcement Academy (ILEA) and/or other law enforcement training programs annually, and related trainings with statewide sexual assault coalition or local agencies as requested/indicated.
- Work with schools of nursing and community colleges to develop training opportunities for the basic components of the initial 40-hour SANE training.
- Create opportunities for networking and coordination across SANE/SAFE and SART programs, acting as a centralized contact to support consistent, evidence-based practices.
- Plan and staff regular meetings for SANE/SAFE and SART coordinators statewide and maintain a current assessment of needs for training/technical assistance, as well as a list of active programs and practitioners in Iowa.
- Function as department liaison and program consultant with medical, nursing, and health/educational institutions and with SANE/SAFE and SART advisory committees and agencies related to victim-centered medical and forensic response and the treatment of sexual assault victims.
- Review and develop or update policies, protocols, administrative rules and recommendations that apply to health care facilities' procedures related to responses to victims of violence, including the appropriate examination of sexual and domestic assault victims and evidence collection.
- Work with related community professionals to assure broad stakeholder input and agreement.
- Research, identify, and promote best practices in order to establish consistency among programs, facilities and practitioners.

## Who You Are

In this position, you will fulfill a crucial role on a team working to advance an active and evolving vision of engaging, impactful training, outreach, and advocacy. More specifically, you will have or be most or all of the following:

- *Project management skills:* You are able to understand contracts, identify deliverables, set goals and work plans and track and report on progress. You are organized and able to advance multiple initiatives, projects and tasks at once.
- *Strong communication skills:* You communicate clearly and persuasively in writing (e.g. training curriculum, performance reports, emails, promotional materials, powerpoint presentations, etc.) and verbally (e.g. trainings, team and partner meetings, stakeholder engagement, etc.). You are skilled at and extremely comfortable with public speaking.
- *Relationship-oriented:* You seek out partners and new collaborative opportunities, build trust quickly with service providers, practitioners, partners and colleagues. You listen well, collaborate effectively, invest in relationships with those with whom you work and partner and seize opportunities to advance the mission of the team and division.

- **Solutions-oriented:** You proactively develop solutions to challenges and push to get past roadblocks.
- **Proactively opportunity-seeking:** You proactively identify and pursue opportunities that arise to improve work and results, as well as that of the team.
- **Inclusive:** Your partners, colleagues and trainees share widely varying backgrounds and perspectives. You set the tone and expectation that people from all backgrounds belong in the conversation and that actions and work product should reflect that. You understand the impact of systemic and implicit biases related to identity that can play out in services and communities. You are able to recognize and discuss equity issues, building trust across different identities.

Substantial experience and/or education in community/public health is required. Prior experience in victim services, nursing, and/or criminal justice is strongly preferred; while training and/or outreach experience is preferred, but not a requirement. Successful candidates will have experience in planning and delivering trainings or other educational events. Experience with MS Office programs, social media platforms, webinar and other virtual training/learning platforms, and/or learning management systems (LMS) is necessary. Knowledge of databases or performance reporting systems and experience gathering and analyzing data will be beneficial. Frequent in-state and occasional out-of-state travel is required.

Required qualifications include graduation from an accredited four-year college or university and/or nursing program, along with professional experience equal to seven years of full-time work in the administration or operation/execution of a program(s) (*i.e.* providing consultation and/or technical assistance to stakeholders, research and analysis, or enforcement of program guidelines/policies/procedures). Commensurate work experience is allowed.

### **What Else You Should Know**

Salary range is \$ 55,348.80 – \$84,240.00 annually.

CVAD is committed to the recruitment and full inclusion of qualified individuals. BIPOC, bi/multi-lingual, persons with disabilities and individuals from the Deaf or Hard of Hearing community are encouraged to apply and CVAD will ensure reasonable accommodations are provided during the application, interview and hiring processes. If you require reasonable accommodations to participate in any of these processes (such as ASL interpretation, language interpretation, etc.), please send your request to [Sandi.TibbettsMurphy@ag.iowa.gov](mailto:Sandi.TibbettsMurphy@ag.iowa.gov) or call 515-281-5044. If hired, any reasonable accommodation needed to perform essential functions of the position will be provided. Requests for accommodation/s will not be considered when making hiring decisions.

Please submit your **resume** and **cover letter** to [AGHumanResources@ag.iowa.gov](mailto:AGHumanResources@ag.iowa.gov) or to Vicki Bahe, Iowa Attorney General's Office, 2<sup>nd</sup> floor Hoover Bldg, Des Moines, IA 50319. **All application materials must be received no later than November 23, 2021.**

Any questions may be directed to Sandi Tibbetts Murphy at [sandi.tibbettsmurphy@ag.iowa.gov](mailto:sandi.tibbettsmurphy@ag.iowa.gov). Any applications sent to this email address will not be considered.