#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Coordinator, Sexual Violence Prevention & Response

**Job Number:** A-412 | VIP:1647

**Band:** OPSEU-10

**Department:** Student Affairs

**Supervisor Title:** Manager, Sexual Violence Prevention and Response

**Last Reviewed:**  November 6, 2023

#### **Job Purpose:**

Reporting to the Manager, Sexual Violence Prevention and Response. The Coordinator performs administrative, educative, and support tasks for the Consent at Trent portfolio. They will perform key support for coordinating projects and programming. Using a collaborative yet independent approach, the Coordinator will organize activities, develop, and facilitate training, expand the audience through social media and networking, and ensure smooth operations.

In addition to outreach and education, the Coordinator provides case management to support survivors of sexual violence, including coaching, counselling, advocacy, assisting with accommodations, navigating policies, legal issues, and campus/community resources.

#### Key Activities:

##### Education & Prevention

* Develops, facilitates, collaborates, and evaluates education to campus community regarding sexual/gender-based violence, harassment, intimate partner violence, the prevention of violence and non-consensual behaviour as well as trauma informed approaches to sexual/gender-based violence response.
* Works with local sexual assault centres and other on/off campus partners to implement training, workshops, and programming on campus.
* Liaises with specific high-interest/high-risk programs for education including nursing, social work, etc.
* Coordinates program assessment and implements methods of monitoring and evaluating all programming and workshops.
* Collaborates and liaises with student groups including the Trent Central Student Association, Trent Active Minds, College Cabinets etc., other campus groups, and applicable University Committees as needed.
* Coordinates events, community outreach and collaborates with the Durham campus to bridge programming.
* Supports local events such as flag-raising, December 6th, October 4th, IWD, etc.
* Provides administrative support to and participates on the Sexual Violence Prevention & Response Committee.
* Participates in and coordinates orientation week programming, including Consent Education.
* Creates and disseminates resources on relevant Consent and Sexual Violence Prevention topics.
* Manages social media presence and awareness campaigns.
* Markets and promotes Consent at Trent programs on both campuses.

##### Student Support

* Responds to individual disclosures of sexual violence and harassment with sensitivity and particular attention to the diverse impacts of violence on survivors who are racialized, 2SLGBTQ+, faith-based, live with disabilities, and/or are members of other historically marginalized communities.
* Provides crisis intervention and case management support for student survivors of gendered and sexual violence and assists with multi-stakeholder responses.
* Provides ongoing risk assessment and risk management interventions as needed.
* Offers navigational support related to all processes and systems, including disclosures and internal reports to campus security, criminal processes, non-academic code of conduct, academic accommodations, and safety planning. This includes the provision of emotional and practical support, advocacy, information on legal and policy options, and referral to campus and community resources.
* Liaises with and assists on-campus departments and community stakeholders to implement and maintain a university-wide protocol that ensures a consistently respectful and supportive survivor-centered response to disclosures of sexual violence.
* Ensures thorough and accurate confidential case records in accordance with professional standards and University privacy policies are maintained.
* Engages in case consultations with the Sexual Violence Prevention and Response Manager as needed.

#### Education Required:

* Honours University Degree in Education, Counselling, Psychology, Gender Studies, Social Work, Political Science, and Nursing or related Behavioural Sciences.
* Advanced mental health training (such as ASIST or Mental Health First Aid)
* Domestic violence safety planning, mental health first aid, AR/AO training, Safe Spaces, and other equity-focused training is considered an asset.

#### Experience/Qualifications Required:

* Three (3) years’ experience required supporting populations impacted by gender-based violence, mental health and ableism, oppressive systems, etc. or equivalent experience.
* Experience with transitional students and/or youth an asset.
* Public speaking and/or facilitation experience an asset.
* Demonstrated empathy, and ability to respond to traumatic experiences.
* Demonstrated ability to respond to disclosures of sexual/gender-based violence in a trauma-informed and survivor-centred manner.
* Ability to work independently and as a team player.
* Excellent communication and interpersonal skills.

#### Supervision:

* Provide guidance by helping student staff and practicum students onboard to Consent at Trent.
* Develops agenda for staff meetings and team-building opportunities.

**Job Evaluation Factors:**

Managers are requested to fill out the section below for job evaluation purposes.

##### Analytical Reasoning

*This position requires intense analytic reasoning as the topics are sensitive and the population is at a high risk for impacts. The subject matter is complex. The language is always changing. There are many interests to balance including people who cause harm and people who experience harm. For example, while facilitating a workshop on sexual violence an aggravated student may share harmful ideas and cause a disruption that could impact the participants negatively. The person in this role must remain calm and support the needs of all people involved while continuing to educate on the subject by role modeling accountability.*

*This role accepts disclosures of sexual violence and trauma, with connections to institutions such as law, education, and healthcare. Analytic reasoning is required to navigate these systems while maintaining safety for the student.*

##### Decision Making

*There will be autonomy in decision-making. For example this position will coordinate workshops and events and they can use their discretion to determine what topics they want to bring in and how to organize the schedule. This role requires employment of professional judgement to examine relevant factors and potential outcomes in all decision making processes regarding direct student support.*

##### Impact

*Students are very involved in the subject matter within this role and therefore there is a great impact from the duties in this role. For example, when an incident occurs, students can look for accountability in the “lack” of prevention programming to address the issue. There can be a lot of attention on the department and the University because of the high stakes nature of this work. Working with students in crisis requires discretion to report up and manage risk.*

##### Responsibility for the Work of Others

*This role is directly responsible for the work of others and provides leadership and support, to student staff and volunteers. They will support the training process for student staff, volunteers, and practicum students. The student staff and volunteers will work independently, and this role will enhance their autonomy and provide oversight.*

##### Communication

##### *Requires tact & courtesy, exchange of information, explanation and interpretation, judgment and recommendations, maintenance of student privacy and confidentiality.*

##### *• Staff members- collaborating on events, coordinating training, promoting events/programs.*

##### *• Faculty/Departments- liaising with departments for training opportunities or class visits*

##### *• Students- as workshop participants, as collaborators (with groups), as volunteers, as survivors accessing support, etc.*

##### *• Community partners- to coordinate workshops, community outreach, and events*

##### *Internal:*

##### *- Counsel students experiencing emotional distress*

##### *- Consultation and training to faculty and staff*

##### *- Liaise with other University services*

##### *External:*

##### *- Community mental health collaterals*

##### *- Family members*

##### Motor/ Sensory Skills

*• Fine motor - Keyboarding*

*• Visual - Interpret/assess emotional state of students as expressed through visual cues*

*• Auditory - Interpret/assess emotional state of students as expressed through visual cues*

##### Effort

*Mental:*

*- Sustained attention - Counselling requires a focus on the client to pay attention to both verbal and nonverbal communication*

*- Sustained concentration - Remain attentive and congruent with clients’ emotional state*

*Physical:*

*- Sitting - Counselling for 1 hour per student; keyboarding (i.e.: client documentation and communication)*

*• Remaining motionless*

*• Sustained concentration or focus*

*• Mobile responses required, travel across campus*

*• Transportation of materials for events and storage, includes physical effort of lifting, carrying, moving, pushing/pulling, reaching*

*• May require travel to Traill College and/or the Durham campus*

*• Make time sensitive decisions and perform creative problem solving*

##### Working Conditions

*• Stress - Some students are facing psychological or emotional crisis and need professional advice, support and/or referral to other health agencies. Incumbent has no control over occurrence and dealing with a crisis situation can be very stressful.*

*• Stress – Engaging with complex and sensitive subject matter related to sexual violence, gender based violence, child abuse, experiences of trauma, etc which are pervasive issues.*

*• Fear - Some students can present as unstable, angry and confrontational.*

*• Mostly office work and site visits, interacting with students and staff members.*

*• May physically lift and move boxes, equipment, and storage items for dissemination at events and programs*