#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Coordinator, Sexual Violence Prevention & Peer Support

**Job Number:** A-334 | VIP-1410

**Band:** 10

**NOC:** 4153

**Department:** Student Wellness Centre

**Supervisor Title:** Director, Student Wellness Centre &   
Manager of Health Services

**Last Reviewed:**  March 16, 2021

#### **Job Purpose:**

This dual assignment position has an integral role in creating and sustaining a healthy campus community. They provide leadership and work to build the capacity of staff, students, and volunteers to prevent and respond to mental health and sexual violence related student concerns.

Reporting to the manager of Health Services, the coordination of Sexual/Gender Violence: Prevention involves developing educational programming and providing direct intervention including crisis response, case management, and advocacy support in the area of sexual and gender violence. The coordinator will develop strategies around sexual/gender violence education on campus and work with undergraduate and graduate students to provide support and refer them to appropriate resources when necessary. The coordinator is responsible for the administration and coordination of legislative requirements related to sexual violence and works collaboratively with interested parties and individuals who have institutional responsibilities and with the departments who provide services to ensure a coordinated approach to sexual/gender violence. This portfolio is high risk and supports parties that may be engaged in criminal and civil court proceedings. The coordinator will also be the lead hand for the Sexual/Gender Violence program assistant.

Reporting to the director of the Student Wellness Centre, the coordinator of the Peer Support Centre is responsible for developing and overseeing a peer support program and drop-in centre, staffed by student staff and student volunteers trained in providing emotional support and referrals. The peer counselling drop-in centre is a safe and inclusive space where trained peer counselling student staff and volunteers offer peer counselling to students. The position is responsible for volunteer and paid recruitment, training, individual and group supervision, and program evaluation. Additionally, the coordinator Peer Support Centre will be required to provide peer support to clients as necessary and assist in evaluating areas of risk and executing crisis management plans.

#### Key Activities:

* Collaborates with Counselling Services and Health Services teams
* Works closely with on-campus departments and community stakeholders to implement and maintain campus protocols, and processes in their areas of program delivery
* Collaborates and liaises with student groups including the Trent Central Student Association, Trent Active Minds, and College Cabinets etc.
* Responsible for marketing, communications and facilitating training within both program areas
* Participates in orientation week programming and applicable University Committees as needed.
* Provides leadership with the provincially mandated sexual violence taskforce
* Engages with applicable provincial networks related to sexual violence prevention and peer mental health support.
* Manages a budget of up to $180,000
* Works within flexible hours to include evening hours and weekends

##### Sexual/Gender Violence: Prevention & Response

* 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, Trans or gender non-conforming, faith-based, or have disabilities and/or are members of other historically marginalized communities.
* Provides crisis and case management support for student survivors of gendered and sexual violence and manage multi-stakeholder responses. This includes outreach and accompaniment to court, hospital, and police.
* Offers navigational support related to all processes and systems, including disclosures and internal reports to campus security, criminal processes, non-academic code of conduct and safety planning including the provision of emotional and practical support, information on legal and policy options, and referral to campus and community resources.
* Works closely with 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.
* Provides education to campus community regarding sexual/gender violence, harassment, intimate partner violence, and the prevention of violence and non-consensual behaviour.
* To ensure Trent University complies fully with the provisions of sexual violence legislation including Bill 132 amendments to the Ministry of Training, Colleges and Universities Act, the Occupational Health and Safety Act and the Residential Tenancies Act and to ensure commitments under the Ontario Government’s Its Never Okay: An Action Plan to Stop Sexual Violence and Harassment are all met by Trent University.
* Ensures compliance to the Sexual Violence and Prevention Policy and assist in reviewing and updating this policy annually.
* Act as a centralized data collection hub in collaboration with the Student Wellness Center, Campus Security, Human Rights, Equity and Accessibility, Housing, Student Affairs and Human Resource to gather statistical information on sexual violence for external and internal reporting purposes.
* Leads the assessment and evaluation of programs, materials, services and relevant research.
* Maintains thorough and accurate confidential case records in accordance with professional standards and University privacy policies.
* Hires, trains and supervises student sexual violence prevention educators
* Applies for funding for positions, administrates payroll, etc.
* Manages social media presence and awareness campaigns

##### Peer Counselling

* Achieves certification as a peer trainer in accordance with the National Certification Review Panel operated in conjunction with Peer Resources Network
* Develops & Implements an intensive training program for peer support staff and volunteers
* Develops procedures and a code of practice for peer supporters
* Recruits and interviews paid student staff & volunteers
* Provides crisis support and suicide risk assessments when necessary; develops crisis protocols
* Supervises placement students (i.e.: School of Social Work)
* Collaborates with other campus groups
* Markets and promote the Peer Counselling program on campus
* Maintains quantitative and qualitative records for use of the peer counselling program
* Program Assessment: Designs and implements methods of monitoring and evaluating all initiatives
* Maintains thorough and accurate confidential case records in accordance with professional standards and University privacy policies.

#### Education Required:

* Master’s Degree in Educational Psychology, Counselling, Psychology, Social Work, and Nursing or related Behavioural Sciences.
* Eligibility for registration with the College of Registered Psychotherapists of Ontario or equivalent qualifications to engage in the practice of psychotherapy (i.e.: Registered Social Worker or Occupational Therapist).

#### Experience/Qualifications Required:

* 3 years of experience working with youth health or education sectors with specific experience in preventing or responding to sexual/gender-based violence through education programs, teaching, or counselling.
* Experience working in the post-secondary sector supervising student staff preferred

#### Supervision:

* This position is lead hand to the Consent and Peer Support Project Associate
* Provides training, guidance and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.

#### Working Conditions:

##### Physical Environment

* Works within flexible hours to include evening hours and weekends as needed
* 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

##### Physiological Environment

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

**Job Evaluation Factors:**

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

##### Analytical Reasoning

*Indicate degree of complexity or difficulty of thinking and reasoning required by the job. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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

*Indicate the degree of freedom to exercise initiative or act independently in making day- to-day decisions. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

There will be autonomy in decision-making. For example this position will make decisions about how to implement legislative requirements, what the education plan is for the institution, what stakeholders to bring together, and how to create a safer campus. Although there will be autonomous decision-making, there are many authorative stakeholders impacted and there will be much correspondence and consultation.

##### Impact

*Indicate the impact or consequence to the department or University of typical actions or decisions taken by the job incumbent. Provide a relevant work example that is typical of roles and responsibilities of the job (i.e. not an occasional duty).*

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. The risk of receiving disclosures and navigating reporting options and procedures is that myself or the institution may be sued by any parties involved.

##### Responsibility for the Work of Others

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

* Hires, trains and supervises student sexual violence prevention educators
* Applies for funding for positions, administrates payroll, etc.
* Manages social media presence and awareness campaigns
* Lead hand the Consent and Peer Support Project Associate

##### Communication

*Indicate the title(s) of individuals internal and external to the University that the incumbent communicates with on a regular basis. Provide a brief description of the purpose for communicating with these individuals*

Requires tact & courtesy, exchange of information, explanation and interpretation, judgment, and recommendations.

* Staff members- collaborating on events, promoting events/programs, etc.
* Faculty/Departments- liaising with departments for training opportunities or class visits
* Students- as workshop participants, as collaborators (with groups), as volunteers, etc.
* Community partners- to coordinate workshops 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

*Indicate the level of proficiency or precision in motor or sensory skills required by the job. Examples include but are not limited to: small/large movement to operate machinery; coordinated movement; equilibrium to maintain balance; dexterity to grasp, move, assemble objects or operate equipment; hearing, sight, touch, smell, taste. Provide a brief description of tasks performed that require motor/sensory skills.*

* Fine motor - Keyboarding
* Visual - Interpret/assess emotional state of students as expressed through visual cues
* Auditory - To interpret/assess emotional state of students as expressed through visual cues

##### Effort

*Indicate the physical and/or mental demands of the position in the ordinary course of performing the role. Examples include but are not limited to: lifting, moving, carrying, pushing/pulling, reaching, kneeling, remaining motionless, sustained concentration or focus. Provide a brief description of the tasks performed that are physically and/or mentally demanding.*

Mental:

* Sustained attentions - 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
* May require travel to Traill College or the Durham campus

##### Working Conditions

*Indicate any physical and psychological conditions of the position that make the job unpleasant, disagreeable and/or hazardous to health and well-being. Describe the nature, frequency and duration of exposure.*

* 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.
* 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