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**Department of Human Resources**

**OPSEU Job Description**

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

**Job Number:**  A-334

**NOC:** 4153

**Band:**  9

**Department:**  Student Wellness Centre

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

**Last Reviewed:** June 12, 2017

**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 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.

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 laisses with student groups including the Trent Central Student Association, Trent Active Minds, 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.
* Engages with applicable provincial networks related to sexual violence prevention and peer mental health support.
* 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 case management support for student survivors of gendered and sexual violence and manage multi-stakeholder responses.
* 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.

***Peer Counseling***

* 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
* 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:**

* 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 practise of psychotherapy (i.e.: Registered Social Worker or Occupational Therapist).

**Experience Required**

* 3 Years’ 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