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| Job Title  | On-Call SART Coordinator (part-time) |
| Department | Advocacy & Forensic Interviews       |
| Reports to | Advocate & SART Coordinator          |
| Updated    | 4-2022                               |

## BACKGROUND

As a Sexual Assault Center & Children’s Advocacy Center, Mosaic Georgia operates a 24/7 Crisis Line and activates a response team when someone is in need of a forensic medical exam and advocacy support. Response to calls after business hours is managed by the On-Call SART Coordinator.

## POSITION SUMMARY

The Sexual Assault Response Team (SART) Coordinator responds to crisis calls and is responsible for the effective communication, coordinating, and delivery of direct services for persons victimized by crimes of sexual violence and/or child sexual abuse. This is a part-time, on-call paid position for nights and weekends, when the center is not actively staffed.

This position requires timely response to the Mosaic Georgia 24-hour crisis line, direct victim response and case work. The *SART* Coordinator will serve in compliance with Mosaic Georgia policies, practices & standards. The *SART Coordinator* must have an extensive knowledge of Mosaic Georgia protocols, community service provider agencies, and direct-victim services expertise.

All *SART Coordinators* are trained and qualified Advocates and serve in that capacity (in addition to coordination responsibilities) as needed, or in the absence of a Volunteer Advocate. Bilingual skills highly desired.

## DUTIES & RESPONSIBILITIES

### **Coordinate Response Team / Allied Partners**

- Provide timely, effective response to all crisis-line calls received during their designated shift assignment. Communicate and coordinate the response of the SART members (e.g., law enforcement, DFCS, SANE, advocate) to Mosaic Georgia for all forensic medical cases. Call for security for cases without law enforcement involvement. Assure individual cell phones are charged and operational during all scheduled shifts.
- Participate in interagency communications as warranted by individual case needs with service provider professionals/ agencies. Take all appropriate precautions that pertain to confidentiality and release of information.

### **Victim/Client Advocacy & Safety Planning**

- Provide direct personal advocacy (as defined by the Victims of Crime Act) support for victims and families experiencing incidents of sexual assault in a timely and effective fashion. Assist all victims with information about Georgia Crime Victims Compensation program.
- Provide advocacy/ intervention plans including appropriate referrals utilizing Mosaic Georgia’s pre-approved referral resources. Educate the victim and families on the criminal justice system and assist in interagency communications. Notify and coordinate all aspects of case management and information with the Advocacy Coordinator.

## **Records & Documentation**

- Maintain accurate, concise and timely reports, documentation, or notes that would be appropriate for activity during assigned shifts of duty and submit them to the appropriate staff personnel in accordance with any deadline.
- Maintain regular communications with the Coordinator of On-call SARTs and/ or other staff personnel regarding shifts, scheduling, and all aspects of case management.

## **Required Training & Meetings**

- Successfully complete Mosaic Georgia's Direct-Service Volunteer Training program as mandated by CJCC Georgia Sexual Assault standards and SART Coordinator Advanced Training.
- Participate in SART/SANE- Staff meetings and education-training programs and other interagency meetings as required. Complete at least 30-hours of training plus 10-hours of annual continuing advocacy education.
- Perform all other duties as assigned and in accordance with all Mosaic Georgia policies and standard operating procedures and practices.

## **Key Competencies**

Confidentiality and Professional Judgement: Demonstrate sound judgment, maturity, and ability to act with objectivity and empathy in crises. Maintain confidentiality of clients and client records

- High emotional and organizational intelligence: maintain composure under stressful situations
- Maintain professional boundaries while working with a multi-disciplinary team
- Flexibility/Adaptability to change
- Strong relational skills – ability to genuinely relate to people from diverse backgrounds and experiences
- Demonstrate appropriate computer, clerical, administrative duties pertinent to daily responsibilities and related duties. Comply with all Mosaic Georgia policies pertaining to Mosaic Georgia internet access and use.
- Bilingual skills a plus!

Prefer college work in Human Services field; preferably in psychology; social and behavioral sciences; criminal justice; or related field.

Advanced education or training in crisis response, community services, military, law enforcement or related experience is a plus.

Prefer direct victim service volunteer experience in sexual assault/domestic violence.

Must be available to work designated shift assignments including holidays; have dependable transportation, dependable telephone service(s); current/ valid Georgia Drivers License; and proof of valid automobile insurance. All Mosaic Georgia employees must pass a criminal background check. All Mosaic Georgia personnel are to comply with the "non-texting" policy and safe limited use of cell phones when driving.