Sexual Violence Prevention Outreach Specialist

The Sexual Violence Prevention Outreach Specialist works to increase and support the health and safety of the Western community by planning and implementing campus-wide sexual violence outreach initiatives through multiple platforms including campus-wide campaigns, presentations, programs, trainings, and prevention awareness and education events. This position also assists with the provision of advocacy services for students with diverse social identities who have experienced sexual harassment, sexual assault, dating/domestic violence, and stalking.

The Sexual Violence Prevention Outreach Specialist must be able to apply best practice and evidence based methods as well as creative and innovative approaches to reach and engage a diverse student population. This position approaches outreach from a variety of perspectives including awareness education highlighting the foundation and continuum of sexual violence, individual and community roles in prevention, bystander empowerment, consent education, promotion of survivor support and advocacy, and visibility of campus and community support services.

The Sexual Violence Prevention Outreach Specialist works as a collaborative team member of Prevention and Wellness Services (PWS) to achieve department and University goals.

This is a full-time, 12-month professional staff position reporting to the Director of Prevention & Wellness Services.

Job Duties

SEXUAL VIOLENCE PREVENTION OUTREACH

- Design and implement campus-wide sexual violence prevention outreach through multiple platforms including campus-wide campaigns, training, presentations, programs, and prevention awareness and education events. Campaigns will address the full continuum of sexual violence including sexual harassment, stalking, dating and partner violence and sexual assault. Campaigns include campus-wide outreach messaging to empower our campus community to stand united in the prevention of sexual violence and support of survivors of sexual violence. Training includes: education about the continuum of sexual violence, roots of sexual violence and the societal constructs that perpetuate sexual violence, the intersectionality of sexual violence with other health, wellness and social issues, the power of bystander action, how to help/support victims of sexual violence, the importance of consent, and awareness of campus and community support resources.

  - Work collaboratively with other campus partners to design and implement training for key student, faculty, and staff groups whose work may involve being a first-responder to students who have experience sexual violence.
• Identify and develop connection with these groups and offer training as appropriate to the role of the group or department.
• Collaborate with campus partners to develop effective sexual violence prevention outreach for compliance with federal requirements.
• Collaborate with campus partners to develop effective sexual violence prevention outreach requirements for compliance with NCAA requirements.
• Design and implement training for students, faculty, staff, and parents about sexual violence prevention, behavioral indicators, how to identify and effectively intervene in potential sexual violence situations, how to help/support survivors of sexual violence and maximize referral to campus assistance and professional support resources.
• Design and implement training for key student, faculty, and staff groups whose work may involve being a first-responder to survivors of sexual violence. Identify and develop connection with these groups and offer training as appropriate to the role of the group or department.
• Develop and facilitate sexual violence prevention trainings in collaboration with the Title IX Coordinator and other key university staff for all WWU athletic teams and other identified student, staff, and faculty groups.

1A -- Sexual Violence Prevention Outreach

• Work collaboratively with PWS staff to promote targeted and campus-wide sexual violence prevention messaging through the development of marketing campaigns and coordinated outreach events that widely and effectively promote the prevention of sexual violence.
• Collaborate with other key campus partners in the design and implementation of on-going, comprehensive sexual violence prevention and awareness campaigns and events to reach and engage all students.
• Initiate periodic on-going assessment of the effectiveness of sexual violence prevention outreach.
• Incorporate campaign and event assessment data, and data from outcome reports from the Sexual Assault Prevention online training required for all incoming students, to improve the effectiveness of outreach and early intervention efforts.
• Work collaboratively with PWS and other key staff to promote targeted and campus-wide messaging that widely and effectively publicizes survivor services throughout the university community. Such promotion maximizes the recognition of services offered by PWS staff as student-centered, visible, and accessible to Western students. Promotion includes special emphasis on reaching non-traditional, older students; commuting students; lesbian, gay, bisexual, and transgender students; students with disabilities; male identified students; and
students from racial, ethnic, or religious minority groups who may be reluctant to seek services because of cultural barriers or fear of discrimination.

- On a day-to-day basis, Sexual Violence Prevention Outreach involves:
  - Coordination with key campus partners to ensure outreach initiatives comply with the requirements of federal and state guidance and mandates.
  - Collaboration contact time with PWS staff and other key campus stakeholders to develop, plan, and design prevention campaigns and service promotion for diverse student groups, and programming for a wide range of audiences.
  - Designing sexual violence prevention programs and outreach events and activities:
    - Meeting with key stakeholders to clarify format, content or focus desired for the intended audience.
    - Research current and best practice information applicable to various audiences.
    - Create outreach proposals.
    - Collaborate with the CASAS Coordinator and CASAS Peer Health Educators in the development of prevention campaigns, outreach projects, and creation of effective outreach materials.
    - Create all components to be included in the outreach campaign, event or program.
    - Create all outreach materials: PowerPoint, handouts, information cards, etc.
    - Work collaboratively with health promotion staff to design and produce media campaigns.
    - Market test campaign materials
  - Coordinate dissemination of sexual violence prevention, campaigns and materials with campus partners; this requires (at a minimum) weekly meetings for planning, development and coordination/review
  - Conduct review of prevention interventions includes:
    - Review of all campaign and event-related data collected.
    - Utilize collected data results to identify areas that are meeting desired learning and outcome goals and the degree to which they are being effective.
    - Utilize collected data results to identify areas where change is needed and to make appropriate service, program, training, or campaign revisions or other changes
- Participate in collaborative and coordinated delivery of CASAS services and sexual violence prevention campaign messages, activities, programs, and materials with the CASAS Coordinator.
  - Requires (at a minimum) weekly meetings for planning, development, coordination and review.

**1B -- Sexual Violence Prevention Training**

- Prevention training encompasses both design and implement training for students, faculty, staff, and parents and includes content covering the intersectionality of sexual violence and cultural factors, politics, laws and policies, media, societal attitudes, and modeling by individuals in positions of power. Other training addresses behavioral indicators, the importance of consent, relational factors, how to identify and effectively intervene in situations of concern, how to help/support survivors of sexual violence, identifying available resources and effectively referring to campus and community assistance and professional support options.

  Prevention training also includes design and implementation of training for key student, faculty, and staff groups whose work may involve being a first-responder to survivors of sexual violence. Also involved is identifying and tailoring content appropriate to the role or needs of the group or department.

  Development and facilitation of sexual violence prevention trainings may also involve collaboration with other campus computer partners depending on the training and the audience.

- On a day-to-day basis, design and implementation of training involves:
  - Collaboration contact and planning time with the CASAS coordinator and a wide range of other key campus stakeholders to design, plan, and implement a wide variety of sexual violence-related topic trainings for diverse student groups, faculty, staff, and parents.
  - Coordination of training scheduling and ensuring consistency of message content with EOO/Title IX Coordinator and other key university staff is essential and on-going through the year.
  - Designing trainings for student groups, classrooms, faculty, staff, and parents requires:
    - Meeting with the program requestor or key stakeholders may be required to clarify format, content or focus desired for the intended audience.
    - Research current and best practice information applicable to the intended audience.
• Create training outlines and scripts.
• Select all additional media segments to be included in the training.
• Create all activities to be included in the training.
• Create all training-related materials: PowerPoint, handouts, information cards, etc.
• Practice content delivery in preparation for the training
• Some training delivery involves both professional and Peer Health Educators
  o If Peer Health Educators are involved in training delivery then they must be trained and supervised for this activity
  o Coordinating trainings:
    ▪ Meeting with program requestor to agree upon delivery timing/schedule of training
    ▪ Discussion of training content
    ▪ Determine and arrange location of training
    ▪ Come to agreement on if and how training will be tracked and by whom
    ▪ Tracking participation in training
    ▪ Deliver participation verification to requestor (if needed)
    ▪ Some trainings involve both professional and Peer Health Educators
  o If Peer Health Educators are involved in training delivery then their role must be defined and their availability included in scheduling coordination

Standard Sexual Violence Prevention Trainings include trainings for:
• All varsity athletic teams (multiple trainings through the year)
• Athletic department staff
• All club sport teams, and training for team captains
• Class presentations as requested
• Sexual Violence Prevention for groups of students living in Resident Halls, as requested by RAs and RDs
• Specialized groups on campus, e.g. Ethnic Student Center, Associated Students; AS Board, Conduct Appeals Board, LGBTQ+, AS ROP Offices, Western Front, Student Support Services (first generation
1 C -- Professional Collaboration

Work collaboratively with PWS staff and other campus partners to efficiently and effectively provide sexual violence prevention education and training through the development of innovative sexual violence prevention projects, trainings, events, and social messaging designed to maximize inclusion and to reach and engage Western’s diverse student population. Collaboration also includes providing consultation to staff and faculty, and building relationships with community partners. Professional Collaboration includes:

- Develop and maintain excellent working relationships with campus partners whose participation, collaboration, or support may be needed in the development and implementation of campus-wide sexual violence prevention campaigns or implementation of training or events.
- Develop and maintain excellent working relationships with on-campus service providers, faculty, and departments whose assistance may be needed to ensure the academic support and personal healing of survivors.
- Develop and maintain effective working relationships with off-campus partners to include: service providers to facilitate reciprocal referral for WWU students, participation in community coalitions, work groups, or with organizations focused on sexual violence prevention. These services and organizations include but are not limited to Domestic Violence and Sexual Assault Services of Whatcom County, city and county law enforcement, and counseling practitioners, and other key community services and organizations.
- On a day-to-day basis this work involves:
  - Make outreach contacts with faculty to arrange class presentations and support for students, as well as educating faculty about the services CASAS provides
  - Meet with Associated Student Board, ROP offices, AS professional and supervisory staff, and student clubs to provide outreach connection with underserved groups, offer training, create opportunities for collaboration, and provide general CASAS services information to diverse groups
  - Meet with disAbility Resources, and the Ethnic Student Center staff to facilitate support services for students, establish outreach connection to
underrepresented student groups, offer training for staff, and to cultivate opportunities for collaboration

- Meet periodically with Athletic Department staff in order to maintain good collaborative working relationship and stay abreast of Department training needs and NCAA training regulations
- Develop and maintain a sexual violence prevention training schedule for Varsity Athletic teams
- Meet periodically with the staff supervisor for Club Sports in order to maintain good collaborative working relationship and plan and implement effective training interventions
- Attend weekly Violence/Sexual Violence Care Team to facilitate coordination of student care across university departments
- Meeting with Title IX investigators as needed to provide advocacy and support for students, to review referral and support collaboration, and to plan other training and prevention efforts
- Maintain regular contact with the Student Health Center and Counseling Center staff to facilitate referral and coordination of care for students
- Meet periodically with the staff of Domestic Violence and Sexual Assault Services (DVSAS) of Whatcom County to facilitate WWU student utilization of the DVSAS resources as needed
- Collaborate with DVSAS staff to arrange the annual training of CASAS Peer Advocates (annually as needed)
- Meet periodically with city and county law enforcement, to inform community partners about CASAS services for survivors at WWU and the process for referral, providing training by request, attending periodic check-in meetings, and attending case review as appropriate
- Participate in the Whatcom County Domestic Violence Commission includes:
  - Participation on the Whatcom County Domestic Violence Commission and participation on the Safe Futures Task Force (attending meetings with various Whatcom County school districts, build relationships, provide education for professional staff and assist with parent and student training, provide in-depth consultation to an assigned district, provide prevention and bystander empowerment education, and collaborate in the creation of peer education and bystander empowerment campaigns).
  - Provide expertise for consultation, training and participation in the development of project activities
• Provide information to the DV commission Project manager for progress reports
• Coordinate related efforts with District-specific Safe Futures Community Coordinated Response Team
• Coordinate related efforts in the school districts to ensure increased communication, effectiveness, and efficiency of Safe Futures and related projects, to include:
  o Exploring partnerships for community coalitions
  o Co-hosting education and engagement efforts
  o Ensuring consistent messaging on sexual and domestic violence prevention education
  o Co-facilitating professional engagement and training efforts for school staff and community partners
  o Cross-referencing related policies, procedures, and protocols
• Participate in Office of Violence Against Women (OVW) sponsored training and technical assistance as appropriate
• Meet periodically and work collaboratively with other key community services, to include: Whatcom Prevention Coalition, City of Bellingham, Whatcom Family Community Network, Whatcom County Health Department, Northwest Youth Services, Brigid Collins Family Support Center, Safe Futures Youth Group, and other project partners.

2 -- Selection, Training, & Supervision of Peer Health Educators

Participate in the recruitment, selection, training, and on-going supervision of Peer Health Educator. This includes on-boarding of new Peer Health Educators in the foundation information pertaining to college student health, core concepts, principles of information and service delivery, and knowledge of PWS service areas, Informational and environmental risk reduction strategies. The Sexual Violence Prevention Specialist also has responsibility for specialty training and ongoing supervision for peer educators working specifically in sexual violence prevention.

On a day-to-day basis, Selection, Training & Supervision of Peer Health Educators involves:

• Participation in recruiting, interviewing, selecting, and training incoming Peer Health Educators (Process repeats every quarter of the academic year.) Selection involves: (occurs quarterly through the academic year
• Recruitment outreach contacts with WWU faculty and staff
• Providing short informational recruitment presentations in classes or for other student groups
- Participating in review of applications to the PWS Peer Health Educator program
- Participating in group and individual interviews of applicants
- Participating in discussion of interview outcomes
- Participation in final decisions of which students to accept into the Peer Health Educator program

Training involves:
- **Spring Training:** Participation in the facilitation of initial orientation and training to new Peer Health Educators -- also requires preparation for multiple training sessions each quarter
- **Fall Training:** Development and delivery of 40 hours of sexual violence specialization training
  - Fall Training occurs the week prior to the beginning of fall quarter

- Sexual violence prevention Peer health Educators and CASAS Peer Advocates participate in this training
- Preparation for Fall Training requires significant time for planning of the training and creation of the content and materials

**Supervision involves:**
- Providing on-going oversight and guidance to Peer Health Educators and Peer Advocates in their roles with sexual violence prevention planning and outreach, delivery of training, programs, activities or events, and creation of prevention materials, and delivery of CASAS services
- Meets weekly with CASAS Peer Health Educators and with individuals or small groups or work groups as needed
- Assists with on-going group and individual supervision for CASAS Peer Advocates

3 -- **Direct Advocacy Service**

Provide consultation and advocacy services as needed. Advocacy service availability is arranged with the CASAS Coordinator. Advocate services are provided within a brief and focused intervention model and include full-range advocate services, support, and referral for students who have experienced sexual harassment, stalking, sexual assault, or dating/domestic violence, and consultation and support for students who are concerned about a friend, roommate or family member who has experienced violence. Ensure that all advocate services and support (law enforcement, Title IX Coordinator, medical, psychological, legal, academic, and student support services) and reporting options are fully explained and made maximally accessible to the student, and their significant others, friends or family (if so requested and authorized by the student), and facilitate connection to these services to ensure that the University has maximized its support and assistance to survivors of sexual violence.
On a day-to-day basis, Direct Service involves: Providing advocacy, support and referral services to students who have experienced sexual harassment, stalking, sexual assault, or dating/relationship violence. This includes:

- Respond to email and/or phone contacts
- Meet one-on-one with students who have experienced sexual violence
- Provide emotional support
- Discuss guidance for preservation of evidence
- Provide in-depth information on a variety of topics, including: emotional support resources, medical and legal resources and options (including forensic exam process), all reporting options where to report, the reporting process, choices available and potential outcomes of each reporting option; appeal process, where & how to file a complaint, options for orders of protection, academic support options and resources, and additional community resources and support
- Assist students requesting protection orders
- Support students in court for protection orders or with other legal proceedings
- Collaborate with Student Health Center and Counseling Center staff (to facilitate referral and coordination of care for students)
- Provide on-going case management
- Arrange additional appointments, follow-up contacts, or further contacts with other CASAS staff or Peer Advocates
- Maintain documentation files for students who utilize CASAS
- Document all client contacts and case management activity
- Keep current the database of all pertinent Clery-related information
- Ensure that all client information is secured and kept confidential
- Contact faculty (or in some cases WWU staff where students are employed), sending out letters for academic support to professors or supervisors
- Provide consultation to faculty or staff about how to best support survivors and arranging accommodations appropriate to the student’s needs and situation
- Support students in a variety of circumstances to include: report to Equal Opportunity Office and/or Police departments, meetings at the Student Life/Dean of Students Office, disAbility Resources or other campus support services talking with faculty or supervisors, community resources, or friends, roommates, partners or family
- Provide trauma response education to students
- Provide consultation and support to friends, roommates, or partners relating to understanding the impact of sexual violence, how to support a survivor (and things to avoid), and referral to additional resources for on-going support or assistance as needed
4 -- Programmatic Components

Records and Service/Program Analysis

Maintain confidential records of all formal and informal CASAS-related contacts. Maintain records and create departmental reports detailing CASAS service utilization, professional training, prevention/education events and programs offered, and all activities of peer health educators assisting with sexual violence prevention events/programs. Ensure provision of effective and quality service to Western students by conducting regular program and procedures review and evaluation, identifying areas for review or revision, developing a plan and implementing revision as needed. Establish and maintain high standards for student service, education and prevention practice pertaining to sexual violence prevention within parameters set by relevant professional standards, professional groups, and pertinent state and federal regulations.

On a day-to-day basis, Programmatic Component work involves:

- Maintain records of all sexual violence prevention trainings for the athletes
- Document and maintain records of all participants involved in any training
- Document and maintain records of all materials used for trainings
- Maintain all files for students who utilize CASAS
- Document all client contacts and case management activity
- Document and maintain records of all Clery-related data
- Document all continuing education training that is taken
- Review best practices for Sexual Violence Prevention programs
- Create quarterly reports
- Record student data for Cleary reports
- Meet regularly with PWS Director for supervision and consultation regarding strategic planning for PWS sexual violence prevention outreach and implementation, outreach delivery, and collaborative work with the CASAS Coordinator

Required Qualifications:

- Bachelor’s degree
- Demonstrated ability to design and deliver presentations/training regarding sexual violence prevention and supporting survivors
- Demonstrated understanding of evidenced based research and trends in the field
- Demonstrated ability to work effectively and collaboratively within a team and independently
- Demonstrated ability to work effectively with individuals with diverse social identities, including persons of color, LGBTQ+ individuals and persons with disabilities
- Demonstrated excellent interpersonal, oral and written communication skills
- Experience supervising/mentoring employees, students or volunteers
- Experience working with highly sensitive information in a confidential manner
Experience providing effective advocacy or support services to individuals who have experienced sexual harassment, sexual assault, dating/domestic violence, and/or stalking

Preferred Qualifications:

- Master’s degree in health promotion, health education, community health, human services or related field
- Completion of Sexual Violence Advocate Training, with state certification
- Experience designing and implementing sexual violence-related outreach campaigns or initiatives
- Four or more years of professional experience related to sexual violence prevention or provision of advocacy services
- Experience providing advocacy or sexual violence prevention on a college campus
- Experience with prevention program development including creation of learning outcomes and program/service assessment
- Experience with coordination of care on a client’s behalf
- Supervisory experience with college-aged individuals (ages 18-24).
- Experience working with college students in a university setting.
- Experience working with a multidisciplinary team of health, academic support, and support services providers, and with officials receiving and investigating reports of sexual violence

As a condition of employment the applicant hired must have completed Sexual Violence Advocate Training or as a condition of employment, complete Washington State Core Sexual Violence Advocate Training within first 6 months of the hire date.