### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Type of Action Requested:*</th>
<th>New (Create a new Position Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Team:*</td>
<td>SL-CH&amp;W-SAFER-207200</td>
</tr>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>SSP II</td>
</tr>
<tr>
<td>Classification Title:</td>
<td>Student Services Professional II</td>
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<tr>
<td>MPP Job Code:</td>
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<tr>
<td>Position Number:</td>
<td>New Position # Request</td>
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<tr>
<td>CSU Working Title:*</td>
<td>Campus Advocate - Safer Program - Temporary (10/12)</td>
</tr>
<tr>
<td>Salary Range/Grade:</td>
<td>3081-RANGE C-Grade-8</td>
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<tr>
<td>Reports To:*</td>
<td>Asst. Director of Wellbeing</td>
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<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
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<tr>
<td>Division:*</td>
<td>Student Affairs</td>
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<tr>
<td>College/Program:*</td>
<td>Campus Health &amp; Wellbeing</td>
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<tr>
<td>Department:*</td>
<td>CH&amp;W-SAFER - 207200</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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### SENSITIVE POSITION

| Sensitive Position: | ☐ Yes ☐ No |

| Job Summary/Basic Function:* | The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Safer is a program that resides within Campus Health & Wellbeing and is the on-campus resource responsible for providing prevention education and crisis advocacy services related to gender- and power-based violence, which includes sexual assault, dating violence, domestic violence, stalking, sexual exploitation and sexual harassment. Under the general supervision of the Assistant Director of Wellbeing, this position is responsible for serving as a campus advocate for victims of sexual assault, dating violence, domestic violence, stalking, sexual exploitation and other forms and gender- and power-based violence. The Campus Advocate provides crisis counseling, advocacy and programming to address the needs of students and their long-term wellbeing at Cal Poly. The incumbent is responsible for collaborating with community resources, such as local law enforcement and community advocacy agencies, to ensure smooth delivery of services. The Campus Advocate will also be available for campus consultations and trainings regarding trauma-informed practices, responding to disclosures and reporting obligations, as well as support general programming needs regarding survivor wellness. |

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https://calstate.db4.pageuppeople.com/v5.3/provider/managerJobs/editJob.asp?hData=UFUfVJmHtdtWZQ6SwWZQWVAcTtw12s3JaL3wXzoySTuawZXU6mPVcGIF_2-XH6fFJRRVHgqovZv4nluAs4yGLpXb4isK0q...
Ability to work well with college students, one-on-one and in groups.

Knowledge of social determinants of health, social justice intersections to overall wellbeing, identity development, societal and cultural roots of violence, intersectionality and systems of oppression.

Experience providing trauma-informed services to individuals experiencing interpersonal violence.

Demonstrate understanding of the importance of diversity, equity and inclusion.

Experience developing training and advocacy programs.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Ability to draft and compose correspondence and professional reports.

Strong advocacy skills, including crisis intervention, accompaniment and consultation techniques.

Significant knowledge of laws and policies related to campus sexual violence, and ability to implement apply subject matter expertise relating to the rights of students and employees.

The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.

Ability to recognize, understand, and appreciate different roles across the institution.

Thorough knowledge of English grammar, spelling and punctuation.

Excellent public speaking ability to both small and large audiences.

Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Experience within a higher education setting.

Experience working with college-aged students.

Experience with grant writing.

**Preferred Qualifications:**

Experience within a higher education setting.

Experience working with college-aged students.

Experience with grant writing.
Special Conditions:

Must be able to work additional hours, occasional holidays and weekends, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

This is a temporary position for one-year with possible extension.

License / Certification:

Completed 65-hour California State Certification as a Rape Crisis and Domestic Violence Crisis Counselor

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

☐ Yes ☐ No

Conflict of Interest:

None

Supervises Employees:

☐ Yes ☐ No

Job Duties

% of time Duties / Responsibilities Essential / Marginal

PD No.: PD-1450

Campus Advocate - Safer Program - Temporary (10/12)
Provide restraining order assistance, criminal and civil court accompaniments, law enforcement accompaniments (on- and off-campus), Title IX accompaniments, medical accompaniments (Health Services response and SART forensic exams), academic advocacy, and other related services that ensure the well-being and safety for the client.

Accompany students, faculty, and staff, at their request and with their permission, and be with them as a support person throughout all stages of an investigation, counseling, medical appointments, legal appointments, etc.

Assist students, faculty, and staff, with their permission, in seeking reasonable and available accommodations from the University including but not limited to academic support, adjustments/changes to course schedules, changes to University-based housing and work schedules, and with other related reasonable and available on and off campus services that ensure their well-being and safety.

Serve faculty and staff on a primary basis for direct needs, as well as for consultation.

Maintain an office which is supportive and confidential for individuals who have experienced gender- and power-based violence.

Provide information regarding on and off-campus reporting options, including Title IX information and reporting process.

Maintain advocacy program guidelines and best practices.

Maintain and update client case files in accordance with HIPPA and VAWA guidelines and provide appropriate follow-up.

Provide training, and professional consultation to members of the campus community on intimate partner violence, sexual assault, stalking, trauma-informed and student- centered practices, along with handling disclosures of violence and reporting requirements.

Establish and maintain working relationships with departments that address gender- and power-based violence, such as Cal Poly Police, Title IX, various academic departments, and community-based agencies.

Assist with annual assessment of Safer’s advocacy efforts.

Advise and support student interns of Safer to sustain educational events & programs that serve diverse student populations.

Assist with outreach events.

Responsible for completing administrative tasks including but it not limited to: website updates, room reservations, classroom technologies reservations, student reimbursements, poly portal or campus wide announcements, meeting minutes, answering phones, completing paperwork, updating survivor packets and risk management paperwork.

Represent Safer on various campus and community committees.

Perform other job-related duties and Student Affairs special projects and activities as assigned.

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.
Cal Poly Campus Health & Wellbeing is seeking compassionate and confidential Safer Advocates to support our campus. Join Us!

Job Summary

Under the general supervision of the Assistant Director of Wellbeing, this position is responsible for serving as a campus advocate for victims of sexual assault, dating violence, domestic violence, stalking, sexual exploitation and other forms and gender- and power-based violence. The Campus Advocate provides crisis counseling, advocacy and programming to assist with acute survivor needs and their long-term wellbeing at Cal Poly. The incumbent is responsible for collaborating with community resources, such as local law enforcement and community advocacy agencies, to ensure smooth delivery of services. The Campus Advocate will also be available for campus consultations and trainings regarding trauma-informed practices, responding to disclosures and reporting obligations, as well as support general programming needs regarding survivor wellness. This is a temporary position for one-year with possible extension.

Department Summary

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and wellbeing by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations. Safer is a program that resides within Campus Health & Wellbeing and is the on-campus resource responsible for providing prevention education and crisis advocacy services related to gender- and power-based violence, which includes sexual assault, dating violence, domestic violence, stalking, sexual exploitation and sexual harassment.

Key Qualifications

- Familiarity with gender-based violence prevention education, advocacy and consultation techniques.
- Demonstrated ability to maintain a high degree of confidentiality consistent with applicable laws and regulations.
- Demonstrate understanding of the importance of diversity, equity and inclusion.
- Strong advocacy skills, including crisis intervention, accompaniment and consultation techniques.
- Significant knowledge of laws and policies related to campus sexual violence, and ability to implement apply subject matter expertise relating to the rights of students and employees.

Education and Experience

Education and experience Bachelor's degree and two years of professional experience in one of the student services program areas or in a related field; OR a Master's degree and one year of experience.

Credentials

Completed 65-hour California State Certification as a Rape Crisis and Domestic Violence Crisis Counselor.

Salary:

Anticipated Hiring Range: $3,587 - $3,946 per month based on (10/12) work schedule

This position is paid under the 10/12 pay plan, where the salary for 10 months is distributed over 12 months. The salary will be received every month. The incumbent will have two months off every year (with pay, benefits, and vacation/sick leave accrual continuing through months off). The two months may be July and August or June and December.

Classification Range: $3,587 - $5,100 per month
Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H-1B visas).