# POSITION DESCRIPTION

**Department:** Campus Health & Wellbeing  
**Classification Title:** Student Services Professional III  
**Working Title:** Survivor Wellness Coordinator, Safer  
**FLSA Status:** ☐ Non-Exempt  ☒ Exempt  
**Incumbent:**

## Position 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.

Under the general supervision of the Assistant Director of Wellbeing, this position is responsible for providing programming related to survivor wellness and serving as a campus advocate for survivors of sexual assault, dating violence, domestic violence, stalking, sexual exploitation and other forms of gender- and power-based violence. The Survivor Wellness Coordinator provides crisis counseling, advocacy and programming to assist with survivor needs and their long-term wellbeing at Cal Poly. The incumbent is responsible for collaborating with campus and community resources to ensure smooth delivery of services. The Survivor Wellness Coordinator will also support campus consultations and trainings regarding trauma-informed practices, responding to disclosures of harm, informing campus community members of reporting options and resources, and support general programming needs regarding survivor wellness.

## Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

<table>
<thead>
<tr>
<th>Essential Job Functions</th>
<th>Daily</th>
<th>90%</th>
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<tbody>
<tr>
<td>1. Serve as a confidential Sexual Assault and Domestic Violence Counselor for students, faculty and staff who have experienced highly sensitive and complex experiences related sexual assault, dating violence, domestic violence, stalking, sexual exploitation and other forms of gender- and power-based violence, as defined by CSU Executive Order and in accordance California Evidence Code § 1035 and 1037.</td>
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<td>2. Provide emergency, crisis intervention and ongoing support services and guidance in order to ensure the well-being and safety of students, faculty, and staff related to sexual assault, dating violence, and stalking.</td>
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<td>3. Assess client needs through various forms of communication, including in-person meetings, accurately analyzing cases, taking appropriate actions and providing necessary follow-up.</td>
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<td>4. Define, review and implement different or creative solutions to unusual or complex problems.</td>
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<td>5. Provide Temporary Restraining Order assistance, information on reporting options, criminal and civil court accompaniments, law enforcement accompaniments (on-and off-campus), Title IX accompaniments, medical accompaniments (including SART medical forensic exams), and other related accompaniment services that ensures the wellbeing and safety for the client.</td>
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<td>6. Guide students, faculty, and staff, at their request and with their permission, as a confidential Advocate throughout all stages of an investigation, counseling, medical</td>
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appointments, legal/court appointments, etc. This includes assisting and preparing survivors through the Title IX hearing and criminal reporting processes, when applicable. These processes can be lengthy, highly sensitive, and complex.

7. Assist students, faculty, and staff, with their permission, in seeking reasonable and available support from the University and off-campus services that ensure their well-being and safety.

8. Serve faculty and staff on a primary basis for direct needs related to gender- and power-based violence, as well as for consultation.

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

10. Provide information regarding on and off-campus reporting options, including Title IX and law enforcement information.

11. Maintain advocacy and survivor wellness program protocols, guidelines and best practices. Determine specific program needs and develop and recommend solutions including approaches for implementation.

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

13. 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.

14. 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.

15. Develop survivor wellness services annual goals and objectives and conduct annual assessment of Safer’s advocacy and survivor wellness efforts.

16. Advise and consult with Safer student interns developing educational events and programs.

17. Serve on campus-based Sexual Misconduct task force committees/teams to provide general advice and consulting.

18. Assist with outreach events.

19. Complete administrative tasks including but 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.

20. Represent Safer on various campus and community committees.

21. Keep current on various legal requirements and required trainings related to the complexity of the cases managed.

**Related Job Functions**

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<th>As Needed</th>
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<td>22. Perform other job-related duties and Student Affairs special projects and activities as assigned.</td>
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<td>23. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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**Required Education, Experience, and Credentials**

Education and Experience:

- Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution. Three years of progressively responsible professional student services work experience.
• A master’s degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience.

• A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

Credentials:
• Completed 65-hour California State Certification as a Sexual Assault and Domestic Violence Counselor, compliant with California Evidence Code § 1035.2 and 1037.1; or comparable certification from another state and willingness to obtain California certification within first 6 months of employment, and complete 8 hours of continuing education annually.

**Required Skills, Knowledge, and Abilities**

1. Familiarity with gender- and power-based violence prevention education, advocacy and consultation techniques.

2. Demonstrated ability to maintain a high degree of confidentiality consistent with applicable laws and regulations.

3. Define, review and implement different or creative solutions to unusual or complex problems with a high degree of independence.

4. Demonstrated ability in –depth analysis, understanding and ability to explain complex federal, state and campus regulations and systems relevant to gender- and power-based violence.

5. Ability to work well with college students, one-on-one and in groups.


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

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

9. Experience developing training and advocacy programs.

10. 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.

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

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

13. 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.

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

15. Thorough knowledge of English grammar, spelling and punctuation.

16. Excellent public speaking ability to both small and large audiences.

17. 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.

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

19. 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.

20. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
Preferred Qualifications:
1. Experience within a higher education setting.
2. Experience working with college-aged students.
3. Experience with grant writing.

Special Conditions:
1. Must be willing to travel and attend training programs off-site for occasional professional development.
2. 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.
3. 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.
4. Must be able to successfully pass a pre-employment background/fingerprint check.
5. This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME __________________________ SIGNATURE __________________________ DATE ____________

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE __________________________ SIGNATURE __________________________ DATE ____________

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE __________________________ SIGNATURE __________________________ DATE ____________

HUMAN RESOURCES USE ONLY

Employee ID#:
Position Number:
FTE: ☐ Permanent ☐ Temporary ☐ COI Position
Recruitment Number:
REQUEST FOR: ☐ Update Review for File ☐ Classification Review ☐ New Position Recruitment ☐ Replacement Recruitment
CLASSIFICATION INFORMATION Classification Title: Class Code/Range: CBID: MPP Job Code: Classifier Initials: Date: