

(540491) Campus Advocate, Safer - Campus Health and Wellbeing

Raised from: PD-6882 - Campus Advocate, Safer - Campus Health and Wellbeing

Requisition Number:540491

REQUISITION INFORMATION

Internal Team: SL-CH&W-SAFER - 207200

Recruitment Process:* SL - Tier 1 Search - 2 Interviews

Job Code/Employee Classification:* SSP III
Job Code: 3084

Salary Range/Grade:* 3084-RANGE A-Grade-1
Minimum: \$ 5,276.00
Maximum: \$ 7,517.00
Pay Frequency:

Classification Title: SSP III

CSU Working Title:* Campus Advocate, Safer - Campus Health and Wellbeing

MPP Job Code: --

Campus:* San Luis Obispo

Division:* Student Affairs

College/Program:* Campus Health & Wellbeing

Department:* CH&W-SAFER - 207200

Requisition Number: 540491

OPEN POSITIONS

Positions:*

Position no:*	Type:*	Applicant	Application status
1 SSP III 10 Mo <u>Position no: SL-00012315</u>	Replacement	-	-

REQUISITION DETAILS

Reason:* Resignation

Justification for Recruitment:*

Safer is adapting one of the three Advocate positions to serve as a Survivor Wellness Coordinator. This role will still serve as an Advocate with more of a focus on providing secondary and tertiary prevention programming, including campus trainings and survivor wellness programming. Additional line items have been included in the updated HR 120 to reflect additional prevention education responsibilities while retaining advocacy responsibilities.

This slight modification to the role and position title will provide additional clarity regarding position priorities and function and modifies to year round to serve increasing advocacy support and prevention needs and anticipated year round operations.

Business Need: The students, faculty, and staff need to have crisis intervention and advocacy services related to gender- and power-based violence, which includes sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and sexual harassment. The campus also needs additional training opportunities as well as ongoing wellness programming for survivor success and retention.

Impact on Operations: If this position is unfilled, there will be fewer advocacy services for students, faculty, and staff at a period in time when demand for services continues to remain constant and as we resume more in-person programming this year, which also tends to increase the number of people accessing our services.

Anticipated Cost: \$63,328 - \$74,239 Per Year

Budget Analysis: This position will be funded by campus budget allocation.

Position Budget review: FY24/25 budget for the position is \$64.9K, but the department has available funds in their FY24/25 budget to fund an increase per the proposed range. Depending on other salary changes across the division, an increase to budget could result in additional funding required from SA to the central benefit pool in the amount of salary increase * incremental benefit rate (currently ~40%).

Chart field string: 100% - SL001-207200

Attached is a tracked changes HR 120 for the vacant Safer Advocate role, previously held by Irene Tobias. Safer renamed this position to Survivor Wellness Coordinator. The HR 120 for the Campus Advocate was the foundation for this HR120. There are a few additional lines that are from the Prevention Specialist role, and we wanted to make it more obvious. We eliminated some of the duties that were redundant to make the document more succinct. This position is a replacement position moving it to a year-round role.

Previous/Current Incumbent:

Irene Tobias

Work Type:*

Staff

Hiring Type:*

Probationary

Workplace Type (Exclude Inst Fac):

On-site (work in-person at business location)

Job Status:*

Regular

Time Basis:*

Full Time

FTE:

1.000000

Hours Per Week:

40.00

FLSA Status:

Exempt

JOB DETAILS

Job Summary/Basic Function:

Under the general supervision of the Associate Director of Safer, 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 and 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.

Minimum Qualifications:

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.

Required Qualifications:

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

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

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

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.

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 applied 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.

Preferred Qualifications:

1. Experience within a higher education setting.
2. Experience working with college-aged students.
3. Experience with grant writing.

Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

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).

License / Certifications:

Completed 65-hour California State Certification as a Rape Crisis and Domestic Violence Crisis Counselor, compliant with California Evidence Code § 1035.2 and 1037.1 or willingness to obtain California certification within first 6 months of employment; or comparable certification from another state and willingness to obtain California certification within first 6 months of employment.

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
------------------	----------------------------------	---------------------------------

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. Essential

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.

Assess client needs through various forms of communication, including in-person meetings, accurately analyzing cases, taking appropriate actions and providing necessary follow-up.

Define, review and implement different or creative solutions to unusual or complex problems.

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.

Guide students, faculty, and staff, at their request and with their permission, as a confidential Advocate throughout all stages of an investigation, counseling, medical 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.

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.

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

Maintain an office environment 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 and law enforcement information.

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

Maintain and update client case files in accordance with HIPAA 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.

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.

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

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

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

Assist with outreach events.

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.

Represent Safer on various campus and community committees.

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

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

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Supervises Employees:* Yes No

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general 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.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive position?: Yes No

Is this a Campus Security Authority (CSA): Yes No

Serves as security function: No

Designated recipient for crime/misconduct reports: Yes

Significant responsibility for Student Activities: Yes

Significant responsibility for Campus Activities: Yes

BUDGET DETAILS

Benefit Eligible?: Yes No

Anticipated Hiring Range: \$63,328 - \$74,239 Per Year

Budget/Chart field/Account string: 100% - SL001-207200

Fingerprinting/Background checks use cfs: SLF04-205710-SA101

Pay Plan: 12 Months

Pay Plan Months Off: --

POSTING DETAILS

Posting Type:* Open recruitment

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Posting Location:* San Luis Obispo

Additional/Other Advertising Sources: --

Advertising Summary:* Cal Poly Campus Health & Wellbeing is seeking compassionate and confidential Safer Advocates to support our campus. Join Us!

Advertisement text:*



Job Summary

Under the general supervision of the Associate Director of Safer, 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 and 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.

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- and power-based violence prevention education, advocacy and consultation techniques.
- Demonstrated ability to maintain a high degree of confidentiality consistent with applicable laws and regulations.
- 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.

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 Rape Crisis and Domestic Violence Crisis 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.

Salary:

Anticipated Hiring Range: \$63,328 - \$74,239 Per Year

Classification Range: \$63,312 - \$90,204 Per Year

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees' 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. H1-B visas).

Positions are posted for a minimum of 14 calendar days.

SEARCH DETAILS

Search Committee Chair:

Kari Mansager

Email address: kmansage@calpoly.edu**Search Committee Members:**

Recipient

SL-CH&W-SAFER - 207200:

Kirsten Vinther-Fanucchi

SL-Dean of Students - 142000:

Nicholas Bilich


SL-CH&W-SAFER - 207200:

Gillian Cutshaw

SL-UP-Civil Rights and Compliance - 203100:

Christina Tutt

SELECTION CRITERIA

 There are no items to show

USERS AND APPROVALS

Reports to Supervisor Name:

Kari Mansager

Email address: kmansage@calpoly.edu**Administrative Support:**

April Greig

Email address: greig@calpoly.edu**Compliance Panel Facilitator:**

Nick Bilich

Email address: nbilich@calpoly.edu**Hiring Administrator:***

Kirsten Vinther-Fanucchi

Email address: kvinther@calpoly.edu**Approval process:***

SL - Staff (New/Replace) & MPP (Replace) - SA

-
- 1. A&F Budget and Finance: Administration & Finance Budget and Finance ✓ Approved Jun 17, 2024
 - 2. Budget Analyst: Jill Finch ✓ Approved Jun 17, 2024
 - 3. Department Head or Dean: Tina Hadaway-Mellis ✓ Approved Jun 17, 2024
 - 4. Division Budget: Richard Salomon ⓘ You are here
 - 5. Division Vice President: Keith Humphrey
-

HR/Faculty Affairs Representative:* Alex Rosario

[Powered by PageUp](#)