

### **Child Advocacy Specialist sought**

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, committed to eliminating sexual violence and fostering social change. WCSAP seeks a fulltime Child Advocacy Specialist to support the planning and provision of advocacy education with an emphasis on providing training and facilitating communication forums around the topic of advocacy for child sexual abuse/assault victims and their non-offending families/caregivers. All applicants must be familiar and agree with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.

WCSAP values diversity in the workplace. WCSAP is committed to services for all individuals regardless of race, gender, religion, age, ethnic background, social or economic status, sexual orientation, marital status, physical or mental status. WCSAP recognizes the importance of working on racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all.

***People from historically marginalized communities are strongly encouraged to apply.*** Please submit an application packet containing: cover letter, resume, and release of information to WCSAP by 5:00 PM June 25<sup>th</sup>, 2010. To submit an application electronically, email [hr@wcsap.org](mailto:hr@wcsap.org). To submit your application via postal service, please send it to: HR at WCSAP 4317 6<sup>th</sup> Ave SE Suite 102 Olympia, WA 98503.

Visit [www.wcsap.org](http://www.wcsap.org) for a full job description.

<b>TITLE:</b>	<b>Child Advocacy Specialist</b>
<b>SALARY/CLASIFICACION:</b>	<b>\$38,000 - \$44,000</b>
<b>SUPERVISOR:</b>	<b>Associate Director</b>
<b>STATUS:</b>	<b>Full-time, Exempt</b>
<b>AREA of EMPHASIS</b>	<b>Advocacy for Child Sexual Abuse/Assault Victims</b>

**Goal Statement:** To provide support and technical assistance to community sexual assault programs around child sexual assault services and to coordinate training events and develop educational materials related to enhancing services for child sexual assault victims and their nonoffending families/caregivers.

**Duties and Responsibilities:**

**Provide technical assistance, consultation, support, and information and referral to community sexual assault programs and service providers** relevant to services for child sexual abuse/assault victims and their nonoffending families/caregivers

**Material Development**

- Write and produce materials, including electronic tips and talking points on relevant child sexual assault related topics.
- Ensure distribution of materials to appropriate recipients.
- Develop, distribute and compile results on an exploratory survey to member programs on teens and commercial sexual exploitation.
- Responsible for the development of educational materials (in any media) that make sexual assault research and clinical materials accessible to the advocacy community.
- Compile promising practice information as it relates to child sexual assault service delivery.
- Ensure that WCSAP resource materials are accessible to a broad constituency and represents the diversity of all stakeholders.

**Facilitation and coordination of WCSAP's Training Series related to Child Advocacy**

- In consultation with the WCSAP membership, constituent committees, board, and staff determine a suitable topic related to enhancing advocacy for child sexual abuse/assault victims as a statewide training.
- Determine training topics related to child sexual abuse/assault for inclusion at the WCSAP Annual Conference.
- Coordinate the provision of webinar trainings for child sexual abuse/assault service providers.
- Recruitment and selection of trainers
- Ensure effective evaluation of training activities and compliance with continuing hour certification requirements

## **Coordination and Planning Duties**

- Provide effective management and operational leadership to ensure successful execution of events, running interference on logistical challenges and problems when necessary
- Logistical planning of trainings, meetings, and Webinars
- Contract negotiation (hotels or other meeting venues)
- Compilation of training evaluations
- On-site meeting support as directed
- Data entry and maintenance of the WCSAP Training Database
- Attendance at community meetings as assigned by the Associate or Executive Directors

## **Support WCSAP Capacity Development**

- Participate in Systems Advocacy activities such as meetings, ad hoc groups, and taskforces related to the mission and vision of WCSAP
- Participate in Regular Staff Meetings and Retreats
- Other tasks as necessary to carry out WCSAP's mission and work - as assigned by Supervisor
- Obtain a minimum of 12 hours of on-going training relevant to responsibilities and duties

## **Minimum Qualifications:**

- An understanding of and agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change
- 1 - 3 years experience working in the sexual violence field
- Significant experience with the provision of victim advocacy for child sexual abuse/assault victims and their non-offending families/caregivers
- Articulate and knowledgeable as a trainer, consultant or public speaker
- Familiarity with research and educational materials related to sexual violence
- Experience with group/committee facilitation and development
- Demonstrated organizational skills and attention to detail
- Demonstrated ability to work with diverse groups.
- Ability to travel statewide as needed.
- Ability to work independently

## **Desired background:**

- Knowledge and familiarity with the Washington State Core Sexual Assault Service Standards
- Experience with technical writing, document design, and the development of educational materials
- Moderate computer skills—especially related to database, word processing and presentation software.

## Reference Check-Release of Information

I \_\_\_\_\_ (name) am applying for the Child Advocacy Specialist position with the Washington Coalition of Sexual Assault Programs (WCSAP). I give WCSAP permission to contact past employers and contact references I have provided. The following are any restrictions to such permission:

---

Signature

Date

## Position Information

Please indicate where you heard of or saw this position advertised and please be specific as it will help us with future postings:

- **Internet job site** (please list which one): \_\_\_\_\_
- **Newspaper or periodical** (please list which one): \_\_\_\_\_
- **Work Associates or Network:** \_\_\_\_\_
- **Other:** \_\_\_\_\_

*Please note that your response has no impact on application reviews.*