Maryland Coalition Against Sexual Assault

Sexual Assault Legal Institute

Job Title
SART/SAKI Program Manager

The Maryland Coalition Against Sexual Assault (MCASA) is Maryland's sexual assault coalition and includes the State's rape crisis centers and others concerned with ending sexual violence. Our mission is to help prevent sexual assault, advocate for accessible, compassionate care for survivors of sexual violence, and work to hold offenders accountable. We would love for you to join our team of wonderful professionals committed to ending sexual violence.

We believe we cannot successfully serve others if we do not take care of ourselves. MCASA staff are encouraged to practice self-care and are supported in finding a positive work-life balance. This position, along with the rest of the agency, will entail significant virtual work and allows for flexible scheduling.

Employees are expected to be available to travel to the MCASA office in Silver Spring within 90 minutes or live within the State of Maryland. While many job duties may be performed virtually, some are in person. This may include on-site meetings, meetings with stakeholders or community members, court proceedings, conferences, or other in-person events. Employees may choose to work in the MCASA offices subject to office availability and protocols.

Position Overview

The Maryland Coalition Against Sexual Assault (MCASA) is seeking a SART/SAKI Program Manager to lead the MCASA Sexual Assault Kit Initiative (SAKI) Victim Notification and Sexual Assault Response Team (SART) staff and to advocate for improved policies to help end Maryland's rape kit backlog, improve access to sexual assault forensic exams, and ensure survivors have meaningful access to justice and support. This is a mid-level position, currently supervising 3 advocates, and includes some direct services providing survivors with victim notification.

This is a full-time, exempt position that reports to a Senior Staff Attorney.

Responsibilities and Duties

Overall Goals

- Assist with efforts to end Maryland's rape kit backlog, increase access to sexual assault forensic exams, and improve survivor access to justice.
- Assist with development, evaluation, and support for survivor-centered policies related to sexual assault forensic exams and SARTs.

SART and SAKI Project Management

- Manage MCASA's SART and SAKI projects.
- Supervise SAKI advocates providing victim/survivor notification and implementation of the Maryland Victim Notification protocol, including through the SAKI toll-free assistance line and email requests. Provide back up coverage and assistance in complex cases.
- Monitor and analyze victim notification program data to ensure accurate and timely support for survivors.
- Supervise SAFE/SART advocates attending meetings and providing technical assistance.

- Coordinate with Sexual Assault Legal Institute regarding attorney and advocate participation in local SARTs; attend SART meetings when necessary to address specific issues.
- Collaborate with SALI attorney regarding legal issues and case referrals.

Victim Notification and Support

- Maintain and update survivor-centered, trauma-informed policies and protocols for notifying victims/survivors of the status of their untested sexual assault evidence kits (SAEKs), providing information about legal options, and assisting with warm-referrals to SALI or rape crisis center services.
- Coordinate with local law enforcement agencies to ensure that appropriate policies are being used to provide victims/survivors with updates about their sexual assault evidence kits.
- Support survivor access to the statewide sexual assault evidence kit tracking system.
- Monitor tracking-system data regarding sexual assault evidence kit inventory, testing status, and testing completion time.
- Solicit and monitor survivor feedback and survey responses. Incorporate feedback into evaluation and development of policies and protocols.

Stakeholder Support and Collaboration

- Maintain and develop effective working relationships with other stakeholders, including by collaboration with law enforcement, forensic nurses, victim advocates, attorneys, government agencies, and other professionals working with survivors.
- Participate in Sexual Assault Evidence Kit Policy and Funding Committee and subcommittee meetings to ensure the needs of sexual assault survivors are considered. This includes providing information regarding victim notification policies and response as the rape kit backlog is addressed and efforts are made to prevent a future backlog.
- Provide MCASA policy staff with support and information regarding sexual assault evidence kits and policy concerns of SART members. Assist with policy development as requested.

Training and Technical Assistance

- Provide technical assistance and training regarding neurobiology of trauma, victim notification, untested kit case review, and sexual assault response.
- Produce materials and outreach media related to SART and SAKI in collaboration with MCASA's communications staff.
- Provide technical assistance to Maryland's Rape Crisis & Recovery Centers regarding SAKI and sexual assault response in Maryland.

General Duties of all MCASA staff

- Collect data and prepare grant reports.
- Support effective agency communications including, for example, listservs, social media, e-newsletter, conference calls, etc.
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements.
- Produce, update, and distribute electronic and tangible materials including announcements, brochures, booklets, fact sheets, press releases, and other outreach.
- Provide technical assistance to Maryland's Rape Crisis & Recovery Centers, MCASA members and professionals working with survivors.
- Prioritize and fulfill responsibilities in accordance with available funding and grant requirements.
- Other duties as assigned by Executive Director, Associate Director, or Senior Staff Attorney.

Qualifications

- Commitment to ending sexual violence and empowering survivors.
- Master's degree or JD and relevant course work or experience addressing sexual violence, the criminal justice system, victim/survivor services, trauma-informed care, women's studies, and policy.
- Planning, technical assistance, and project management skills.
- Strong communication skills – verbal and written, with individuals and among groups, including those with differing professional backgrounds such as law enforcement, medical professionals, attorneys, counselors, and advocates. Ability to speak publicly and to groups. Performing arts or debate experience is helpful.
- Direct services experience with survivors or traditionally underserved populations strongly preferred.
- Knowledge and/or previous work experience in one or more of the following preferred: facilitating meetings, supporting different work styles (including collaborative and hierarchical), affiliation with professionals working with sexual assault survivors, knowledge and understanding of the core values of trauma-informed care.
- Knowledge and/or experience writing grant reports and meeting grant project goals.
- Common sense and the ability to work independently.
- Support for incarceration as a potential response to sexual assault and willingness to support survivor's choices regarding use (or not) of the criminal justice system.
- Knowledge of, and experience using, Microsoft Office and Google Suite applications, content management applications, and social networking/media, able to learn and use new technology such as online databases and communication systems.
- Access to a car and valid driver's license; this position requires travel within Maryland.
- Background check is required (this is mandated by federal funding regulations)

Classification: Non-Exempt
Salary: Individuals holding a comparable position at the time of this posting receive compensation ranging from $70,000 - $85,000 and the salary for this position is expected to fall within this range, DOE and professional licensure.

MCASA is committed to transparency, fairness, and equity in the hiring process. Compensation is determined based on education and work experience, victim services experience, and language skills. For attorneys, admission to practice law in Maryland is also considered. MCASA values a range of life and work experiences and encourages people to apply for positions they believe they are a good fit for even if there are aspects of the job that they will have to learn.

MCASA sets salary ranges being attentive to compensation levels throughout the agency, equity, and skill levels. The agency is mindful of the need to use objective criteria to ensure that new employees and current staff with similar credentials are paid fairly and the agency does not negotiate salaries with individual employees or applicants. MCASA does not consider prior salary history of applicants and requests that applicants omit this information from application materials.

MCASA's current benefits include:

- 80% of health insurance premium (3 plans to choose from)
- 100% of vision and dental insurance premiums
- Flexible work environment, including hybrid work, flexible hours, and supportive colleagues
- 40 hour work week including paid one hour lunches

- Paid sick and safe leave
- Twelve paid holidays
- Paid vacation beginning at 15 days for the first three years with additional set increases over time
- Three additional floating holidays during the winter holiday season (12/15-1/7)
- Two personal days annually
- Comp time

Other reasons you will love working at MCASA:

- Organizational commitment to survivor justice, sexual assault prevention, and offender accountability
- Organizational culture that is inclusive, supportive, and purposeful
- Balance between individual and collaborative work
- Professional development opportunities inside and outside the agency

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Most MCASA staff work remotely, with MCASA provided laptops and office supplies. In-person attendance for external meetings and court appearances may be required, and occasional in-person MCASA meetings are possible. MCASA employees have the option of working in office space in Silver Spring, Maryland, subject to available workspace. Staff may also be required to go to agency offices or other locations in Maryland to obtain client files, supplies, and the like.

MCASA is an equal opportunity employer as required by law. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance.

START DATE: Please note that interviews for this position will be held on a rolling basis as received, however the start date for the position can be either before or after the December holidays as needed to accommodate the new employee's plans.

To apply: Send cover letter, resume, and writing sample to jobs@mcasa.org. Please include your name and position title in the subject. No phone calls, please.