

THE UNIVERSITY OF PRINCE EDWARD ISLAND

POSITION DESCRIPTION

BUSINESS TITLE: Sexual Violence Response and Education Coordinator
EMPLOYMENT GROUP: Administrative Executive
VP/FACULTY: Vice President Administration and Finance
DEPARTMENT: Vice President Administration and Finance

JOB SUMMARY

The Coordinator will receive and triage sexual violence concerns and complaints, as well as develop and provide information and training to prevent sexual violence on campus. This position must be able to effectively consult and work with several departments across the University in order to develop and facilitate training on sexual violence prevention, bystander intervention and key human rights areas. The ability to receive complaints and disclosures and perform case management is a requirement of this role.

ORGANIZATIONAL STATUS

The Coordinator reports to the Vice President Administration and Finance of University of Prince Edward Island. This position is accountable to the Vice President Administration & Finance for:

- Management of the office of Sexual Violence Response and Education with the provision of expertise, guidance and oversight related to campus wide sexual violence prevention, response and education.
- Case management of assessments, complaints and disclosures.
- Responsible for the development, coordination and facilitation of awareness campaigns and customized workshops for faculty, staff and students.

SUPERVISION RECEIVED

This position works independently under the direction of the President and the Vice President Administration and Finance.

WORK PERFORMED

The position provides appropriate and confidential support and advice to members of the UPEI community who disclose or submit a complaint of sexual violence or who have concerns related to sexual violence.

- Guide survivors in accessing available resources.
- Advocate on survivor's behalf to help them access accommodations related to their experiences with sexual violence.
- Ensure that the university's response to disclosures or complaints of sexual violence is timely and adheres to policy.
- Facilitate a comprehensive, survivor-led university response to disclosures of sexual violence that suggest a threat to the safety of the UPEI community.

- Bring stakeholders together to identify appropriate, proactive and preventative action on sexual violence by identifying any barriers to comprehensive, survivor-led university responses to disclosures of sexual violence and recommending solutions.
- Create and coordinate programs and initiatives that increase awareness of and effective response to sexual violence, including supporting guidelines and processes.
- Develop and facilitate customized workshops, presentations and training for students, faculty and staff to prevent sexual violence and effectively respond to disclosures or complaints of sexual violence.
- Provides confidential conflict resolution services to members of the university community in order to assist with resolution of differences when applicable.
- Provide advice and assist campus stakeholders on issues related to sexual violence practices, protocols and maintain educational and relevant resources related to sexual violence for ongoing use.
- Partner with stakeholders across campus, including Student Services, Facilities Management, Campus Security Services, residence, unions, international student services and the athletics program etc. to raise awareness of sexual violence and work collaboratively on prevention strategies.
- Develop strategies and create operational and promotional plans for education, training and prevention of sexual violence.
- Remain current on developments and emerging needs in sexual violence and proactively champions changes in response.
- Review policies and protocols on a regular basis, bringing forward recommendations.
- Participate as a member of relevant committees.
- Develop and maintain relationships with groups and organizations that support survivors of sexual violence.
- Represent the University on matters pertaining to sexual violence by maintaining positive relationships with other post-secondary education officials and the larger community.
- Other duties as assigned

QUALIFICATIONS

The Ideal candidate will have:

- A law degree is preferred in addition to a Bachelor's degree in a related field, such as Social Work, Psychology, Gender Studies, etc.,
- A minimum of five years of progressive experience in an advisory and support role focused on sexual violence prevention and response.
- Culturally knowledgeable and sensitive; and aware of the impact of sexual violence.
- Knowledge of human rights and intersectional sexual violence issues that arise in a university setting.
- Systems-level understanding of university environments and stakeholders with a role in sexual violence prevention and/or response.
- In depth knowledge of relevant legislation (Human Rights Act, Occupational Health and Safety Act, FOIPP, etc.)
- Demonstrated understanding of the differential impacts of trauma on diverse individuals and groups, resulting from sexual, intimate relationship and family violence.

- Demonstrated ability and experience in designing and delivering training workshops related to sexual violence prevention, awareness and response.
- Ability to evaluate the situation presented in order to identify and define problems from a number of complex and interrelated issues and formulate recommendations for improved coordination and response.
- Ability to prepare and present relevant reports for various audiences.

SKILLS

- Demonstrated track record in successful promotion of survivor centered sexual violence prevention.
- Experience providing effective, confidential support and advice to survivors of sexual violence.
- Skilled at advising stakeholders on the requirements of policies, protocols and legislation related to sexual violence.
- Exceptional interpersonal skills, including effective verbal/written communication skills and critical listening skills.
- Ability to remain calm and handle sensitive situations with confidentiality and empathy.
- Ability to handle emotional situations and put people at ease, while gathering the information required to provide relevant advice and support.
- Strong facilitation and training skills.
- Demonstrated ability to advise campus stakeholders on policies and protocols and methods for developing and supporting an environment at UPEI that is free from sexual violence.
- Ability to establish and maintain sound working relationships across the University.
- Demonstrated leadership, advocacy and decision-making skills, with the ability to consider all possible options and provide relevant considerations, specific to the circumstance presented.
- Excellent organizational skills to recognize and respond quickly within a fast-paced environment, including an understanding of when and how to refer or escalate