



Position Announcement

Medical Advocacy Project Coordinator

Job Title: Medical Advocacy Project Coordinator

Department: Advocacy and Resource Team

Reports To: Advocacy and Resource Director

FLSA Status: Full Time, Exempt

Work Hours: Regular Business Hours

Location: Remote

Travel Expectations: Travel Required

Salary Range: \$40,000 to \$44,750

Position Summary

PCAR's National Sexual Violence Resource Center (NSVRC) partnered with the International Association of Forensic Nurses (IAFN) to provide training and technical assistance (TTA) to the Office of Victims of Crime (OVC)-funded SANE program sites ([OVC FY 2021 Expanding Sexual Assault Nurse Examiner \(SANE\) Services to Victims of Sexual Assault](#)). The Medical Advocacy Project Coordinator will work collaboratively with IAFN's project manager and forensic nurse specialists to ensure that all deliverables are completed. Candidates who identify as bicultural and bilingual in Spanish and English are encouraged to apply.

Essential Duties and Responsibilities

The Medical Advocate Project Coordinator will work with IAFN to execute the task and deliverables below. Changes to the scope of work will be made as necessary to reflect project priorities.

Project Coordination

- Participate in site and partner kick-off meetings with IAFN project staff.
- Meet weekly and as needed with IAFN Project Manager.
- Participate in all site meetings with IAFN project staff.
- Participate in virtual and live education events as needed.
- Review the outcome of all site needs assessment information.
- Assist IAFN project staff in the development of individual site TA plans.

- Provide virtual or live education as needed.
- Provide technical assistance (TA) as needed.
- Log all TA and TA follow-up utilizing the IAFN Qualtrics TA log monthly (at a minimum).

Technical Assistance:

- Provide technical assistance to sexual violence programs, grantees, state coalitions, and other agencies and individuals on various topics related to preventing and responding to sexual violence.
- Assist with research, researching topics, and identifying materials to aid in responding to information requests, including resources on trauma-informed services.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from a four-year college/university or three years related experience and/or training; or equivalent combination of education and experience. A minimum of three years in project management or equivalent combination of education and experience dealing with sexual violence response. Knowledge of medical response to sexual violence survivors required.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal

supervision.

3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent client service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create a respectful and open accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position.
6. Accept and abide by the mission and core values of PCAR.
7. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past 3 years.
8. Pennsylvania driver's licence and vehicle are not required for this position.

Certificates, Licenses, Registrations

Not applicable

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 frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions

of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Salary Range

\$40,000 - \$44,750 depending upon qualifications.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at pcar.org/employment by **June 15, 2022**.

Who We Are

Founded in 1975, the Pennsylvania Coalition Against Rape works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR also operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. Key elements of PCAR's work includes:

- Ensuring that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Providing resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promoting public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launching the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Working with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Collaborating with the National Alliance to End Sexual Violence (NAESV), and the ValorUS to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.

Who We Are

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability,

gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.