#### Trent University Logo EXEMPT JOB DESCRIPTION

**Job Title:** Manager, Sexual Violence Prevention & Response

**Job Number:** X-411 | VIP: 1702

**Band:** EXEMPT- 7

**Department:** Student Affairs

**Supervisor Title:** Associate Vice-President, Students

**Last Reviewed:**  April 13, 2022

#### **Job Purpose:**

This position has an integral role in creating and sustaining a healthy campus community. The incumbent provides leadership and supervision in building the capacity of staff, students, and volunteers to prevent and respond to mental health and sexual violence-related student concerns.

Reporting to the Associate Vice-President, Students, this position develops and oversees educational programming and provides direct student support, including crisis response, case management, and advocacy support in the area of sexual and gender violence. The manager is responsible for the overall sexual violence campus prevention and response educational strategy, working with the Trent University community to ensure a widespread education around sexual violence prevention and bystander intervention, and a campus-wide capacity to respond appropriately to sexual violence disclosures and requests for support.

The position also provides and oversees case management to support survivors of sexual violence, including coaching, counselling, assisting with accommodations, navigating policies, legal issues and campus/community resources. The manager oversees the Consent Project & Education Associate.

This portfolio may support individuals participating in criminal and civil court proceedings.

Clinical support is provided by the Trent Wellness Centre.

#### Key Activities:

**Leadership & Policy**

* Liaison with, and support to, human resources and human rights departments when sexual violence cases are referred to them.
* Works closely with on-campus faculty and staff departments and community stakeholders to develop and maintain campus protocols and educational delivery around sexual violence prevention, response, and student mental health.
* Collaborates and liaises with student groups including the Trent Central Student Association, Trent Active Minds, College Cabinets, etc.
* Responsible for marketing, communications and facilitating training within sexual violence program areas.
* Engages with applicable provincial networks related to sexual violence prevention and peer mental health support.
* As appropriate, develops grant and fundraising proposals around sexual violence prevention and response, and peer mental health support.
* Hires, trains, supervises, manages payroll and assesses performance of unionized and student staff members.
* Ensures Trent University complies fully with the provisions of sexual violence legislation including Bill 132 amendments to the Ministry of Training, Colleges and Universities Act, the Occupational Health and Safety Act and the Residential Tenancies Act and to ensure commitments under the Ontario Government’s Its Never Okay: An Action Plan to Stop Sexual Violence and Harassment are all met by Trent University.
* Leads the Sexual Violence Prevention and Response Committee:
	+ Soliciting stakeholder input and feedback on sexual violence education initiatives
	+ Ensuring the Trent Sexual Violence and Prevention Policy is updated and reviewed as required and reports on compliance.
	+ Assessing and proposing improvements to Trent’s sexual violence response
* Leads the assessment and evaluation of programs, materials, services and relevant research related to sexual/gender-based violence.

##### Student Support

* Responds to individual disclosures of sexual violence and harassment with sensitivity and particular attention to the diverse impacts of violence on survivors who are racialized, 2SLGBTQ+, faith-based, live with disabilities, and/or are members of other historically marginalized communities.
* Provides crisis and case management support for student survivors of gender and sexual violence and manages multi-stakeholder responses. This may include outreach and accompaniment to court, hospital, and police.
* Provides ongoing risk assessment and risk management interventions as needed.
* Offers navigational support related to all processes and systems, including disclosures and internal reports to campus security, criminal processes, non-academic code of conduct, academic accommodations, and safety planning. This includes the provision of emotional and practical support, information on legal and policy options, and referral to campus and community resources.
* Works closely with on-campus departments and community stakeholders to implement and maintain a university-wide protocol that ensures a consistently respectful and supportive survivor-centered response to disclosures of sexual violence.
* Ensures thorough and accurate confidential case records in accordance with professional standards and University privacy policies are maintained.
* Engages in case consultations with the Coordinator of Sexual Violence Prevention & Response and provides guidance as needed.

**Prevention & Education**

* Oversees sexual violence prevention training curriculum, including in new student orientation.
* Oversees social media presence and awareness campaigns.
* Provides education to campus community regarding sexual/gender-based violence, harassment, intimate partner violence, and the prevention of violence and non-consensual behaviour.

**Budget & Administration**

* Act as a centralized data collection hub in collaboration with the Student Wellness Center, Campus Security, Human Rights, Equity and Accessibility, Housing, Student Affairs and Human Resources to gather statistical information on sexual violence for external and internal reporting purposes.
* Manages a budget of up to $180,000.
* Works within flexible hours to include some evening hours and weekends.
* Participates in applicable University committees related to training as needed.
* Responsible for website updates regarding sexual violence prevention & response.

#### Education Required:

* Master’s Degree in Educational Psychology, Counselling, Psychology, Social Work, or related Behavioural Sciences.
* Eligibility for registration with the College of Registered Psychotherapists of Ontario or equivalent qualifications to engage in the practice of psychotherapy.

#### Experience/Qualifications Required:

* Five (5) years of experience working with youth health or education sectors with specific experience in preventing and responding to sexual/gender-based violence through educational programs, teaching, or counselling.
* Experience working in the post-secondary sector strongly preferred, including an understanding of university structures, administration, and policies.
* Demonstrated ability to respond to disclosures of sexual/gender-based violence in a trauma-informed and survivor-centred manner and to train others in this approach.
* Demonstrated understanding of complexity of survivor needs and understanding or a range of complainant-centred policy responses, including accommodations, reparative and educational resolutions, and sanctions-based options.
* Knowledge of current provincial and federal laws, regulations, and trends in the field of sexual violence response and higher education is preferred.
* Demonstrated understanding and preferably lived experience of being a member of an equity-seeking demographic, intersectionality issues with respect to sexual violence, and the potential impact of systemic discrimination with respect to both complainant and respondent experiences of sexual violence.
* Excellent communication, teaching, presentation, and interpersonal skills,
* Demonstrated empathy, and ability to respond to traumatic experiences.
* Demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, policies, and practices.
* Demonstrated initiative, management and leadership skills required.
* Excellent writing and presentation skills.
* Must be proficient in the use of computer applications such as intermediate level word processing, spreadsheets and database applications.
* Ability to work independently and as a team player.
* Criminal Records Check (dated within the last 6 months) will be required as a condition of employment.
* Occasional evening and weekend work required.

#### Supervision:

* This position supervises A-412 Consent Project & Education Associate, including hiring, training, assigning and monitoring work, and conducting performance evaluations.
* Manages a team of student staff, including hiring, training, assigning and monitoring work, and conducting performance evaluations.

**Job Evaluation Factors:**

##### Analytical Reasoning

This position requires high level analytic reasoning as the topics are sensitive and the population is at a high risk for impacts. The subject matter is complex and the language is always changing. There are many interests to balance, including people who experience harm and those who cause it. For example, while facilitating a workshop on sexual violence an aggravated student may share harmful ideas and cause a disruption that could impact the participants negatively. The person in this role must remain calm, and support the needs of all people involved while continuing to educate on the subject by role modeling accountability. This role accepts disclosures of sexual violence and trauma, with connections to institutions such as law, education, and healthcare. Analytic reasoning is required to navigate these systems while maintaining safety for the student.

##### Decision-Making

There will be autonomy in decision-making. For example this position will work with the AVP Students to make decisions about how to implement legislative requirements, what the education plan is for the institution, what stakeholders to bring together, and how to create a safer campus. Although there will be autonomous decision-making, there are many authorative stakeholders impacted and there this role is highly consultative.

##### Impact

Students are very involved in the subject matter within this role. For example, when an incident occurs, students can look for accountability in areas such as prevention programming to address the issue. Sexual violence is a high profile issue, and there can be a lot of attention on the department and the University because of the high stakes nature of this work. Working with students in crisis requires discretion to report up and manage risk. Receiving disclosures and navigating reporting options and procedures includes legal risk to the institution and to some extent the incumbent in the role.

##### Responsibility for the Work of Others

* Manages the Consent Project & Education Associate.
* Hires, trains and supervises student sexual violence prevention educators.
* Applies for funding for positions, administrates payroll, etc.
* Oversees social media presence and awareness campaigns.

##### Communication

Requires tact & courtesy, exchange of information, explanation and interpretation, judgment, and recommendations.

* Staff members- collaborating on events, promoting events/programs, etc.
* Faculty/Departments- liaising with departments for training opportunities or class visits
* Students- as workshop participants, as collaborators (with groups), as volunteers, etc.
* Community partners- to coordinate workshops and events.

Internal:

* Counsel students experiencing emotional distress.
* Consultation and training to faculty and staff.
* Liaise with other University services.

External:

* Community mental health collaterals.
* Family members.

##### Motor/ Sensory Skills

* Fine motor – Keyboarding.
* Visual - Interpret/assess emotional state of students as expressed through visual cues.
* Auditory - To interpret/assess emotional state of students as expressed through visual cues.

##### Effort

Mental:

* Sustained attentions - Counselling requires a focus on the client to pay attention to both verbal and nonverbal communication.
* Sustained concentration - Remain attentive and congruent with clients’ emotional state.

Physical:

* Sitting - Counselling for 1 hour per student; keyboarding (i.e.: client documentation and communication).
* Sustained concentration or focus.
* Mobile responses required, travel across campus.
* May require travel to Traill College or the Durham campus.

##### Working Conditions

* Stress - Some students are facing psychological or emotional crisis and need professional advice, support and/or referral to other health agencies. Incumbent has no control over occurrence and dealing with a crisis situation can be very stressful.
* Fear - Some students can present as unstable, angry, and confrontational.
* Mostly office work and site visits, interacting with students and staff members.
* May physically lift and move boxes, equipment, and storage items for dissemination at events and programs.

##### Physical Environment

* Works within flexible hours to include evening hours and weekends as needed
* Mostly office work and site visits, interacting with students, faculty and staff members.
* May physically lift and move boxes, equipment, and storage items for dissemination at events and programs

##### Physiological Environment

* Stress - Some students are facing psychological or emotional crisis and need professional advice, support and/or referral to other health agencies. Incumbent has no control over occurrence and dealing with a crisis situation can be very stressful.
* Fear - Some students can present as unstable, angry and confrontational.