INTERVENTION & ASSISTANCE PROGRAM COORDINATOR GS-0101-11

FAMILY SERVICES CENTER

INTERVENTION AND ASSISTANCE PROGRAM COORDINATOR
(GS-101-11)

INTRODUCTION

This position is organizationally located in the Family Service Center (FSC). The incumbent of the position serves as the Sexual Assault Victim Intervention (SAVI) PROGRAM/Victim Advocate program coordinator. The purpose of this position is to manage the SAVI program according to guidance provided by OPNAVINST 1752.1 Series. The incumbent will oversee all program components, training and a wide range of services including victim advocacy, a coordinate network of referral services, and public awareness programs. Incumbent will also manage the volunteer victim advocate program, victim assistance as necessary, and provide budget input to supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

40% - Develop, plan, implement and direct all aspects of the installation SAVI program. Assist and advise the FSO Director/Deputy Director and installation commander in the performance of his of her duties regarding prevention and intervention in cases of sexual assault. Participate in the installation coordination committee concerning sexual assault prevention and victims assistance. Record and maintain a written summary of the discussions/decisions of each committee meeting regarding the SAVI program. Maintain liaison with installation Medical Treatment Facility, Naval Criminal Investigation Service, and legal services to facilitate team approach in sexual assault cases. Build a network of resource providers who can assist with prevention and victim assistance training components and services. Prepare and submit budget requirements for program operations. Collect and maintain Sexual Assault Incident Reports and statistics. Forward Incident Reports to the Regional Area Coordinators per OPNAVINST 1752.1 Series.

35% - Direct public awareness program. Provide information to commands and public on SAVI program, other Naval services available to victims, and applicable civilian services. Make presentations to various military and civilian groups to increase awareness of sexual assault issues, victim training workshops for installation service providers that deal with sexual assault victims.

15% - Ensure victim is aware of Victim/Witness Assistance Program at local legal service office. Assist victims of sexual assault whenever necessary. Keep detailed records of all victim assistance activities and provide monthly updates to the installation commander.

10% - Develop a volunteer program that will provide on-call trained volunteer advocates for victims of sexual assault. Recruit, screen, select and train volunteers from both the military and civilian communities. Maintain schedules and track monthly hours, providing awards and recognition for service.

KNOWLEDGE REQUIRED FOR THE POSITION

Professional knowledge such as may have been gained through a degree in a behavioral or social science or appropriate experience that demonstrates acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Knowledge of the mission, priorities, and commitments of military agencies/programs which provide victim assistance.

Knowledge of DOD directives and instructions, which impact, on rape, sexual assault and victim assistance and/or similar personal and family support programs.

Knowledge of local and state laws and procedures governing sexual assault investigation and prosecution.

Knowledge of military command structure and organization.

Skill in both written and verbal communications.

Knowledge of advanced organizational skills and principles in order to develop, implement, supervise and evaluate a comprehensive prevention, intervention, and assistance program.

SUPERVISORY CONTROL

Immediate supervisor is the FSC Division Chief. Incumbent has responsibility and authority to set work procedures and establish daily priorities. Typically performs the work without supervision and is responsible for developing and carrying out plans and/or programs. However, the FSC Directory/Deputy Director and installation commander is kept up-to-date and consulted on any plans involving a wide impact or of a potentially controversial nature. Review of work is for use of sound judgement and meeting program objectives.

GUIDELINES

Guidelines include DOD and Navy directives and instructions regarding sexual assault, sexual harassment, and victim assistance, as well as local and state laws and regulations. Incumbent is guided by own knowledge of program priorities and commitments, installation and service member needs, and goals of the FSC and installation commander. Incumbent exercises good judgement in interpreting, adapting, or extrapolating from existing guidelines to develop programs or decide appropriate course of action.

GUIDELINES

-These include the written guides covering Navy personnel such as the BUPERS Manual, OPNAV instructions, Naval Station instructions, Family Service Center instructions and procedures, Diagnostic and Statistical Manual of Mental Disorders and professional and technical publications. The incumbent is expected to be able to utilize sound professional judgement in the interpretation of instructions, laws and procedures.

-The provision or professional counseling services requires the clinician to choose between a variety of modalities in order to provide the intervention which best suits the situation. Many times the guidance is minimal. There may, also, be occasions when guidelines from two governing sources conflict with one another. The incumbent must be able to choose the correct course of action and take action to ensure that the situation is improved for other clinicians dealing with a similar case or situation.

COMPLEXITY

-This position requires the clinician to handle a wide variety of cases. The clinician must be well versed in the assessment of routine cases which typically present for counseling services such as parent-child conflicts, routine couple communication problems and individual life adjustment problems. Additionally, the clinician must be able to assess and treat very serious cases involving past suicide attempts, spouse abuse, child abuse, child neglect and sexual assault. It is not uncommon for a single case to involve multiple agencies and problems. For example: A case of child physical abuse may be referred from the ER NHNASL. The case must be coordinated with the Family Advocacy Representative/Family Advocacy Case Review Subcommittee, Child Protective Services and the ongoing court worker. After assessing the family situation, the clinician may discover spouse abuse, alcohol abuse, financial problems and developmental disabilities with the child. The clinician must be able to treat this family for the active violence, even if the family sees no problem with this behavior and are hostile to counseling. The clinician must engage the family in treatment and coordinate efforts of other agencies, ensuring the family maximum assistance, yet not allowing the family to manipulate the system.

-Navy life often imposes particular stress on individuals and families which can create situations that sometimes reach crisis dimensions. Marital problems and stress, child abuse, alcoholism, financial pressures, illness, as well as difficulties related to deployment , separation and mobility must be dealt by the incumbent as an immediate problem. Sound knowledge and understanding of the discipline of psychology, sociology, marriage and family counseling and the exercise of sound judgement is essential in order to gain the confidence of clients served, who are frequently under great stress. Incumbent must effectively understand the problem or interrelationship of problems, work through it with the client(s) and reach workable, satisfactory resolutions. In order to resolve complex psycho-social problems of clients, professionals are asked to make recommendations to courts/commands. These recommendations are generally accepted as the course of action taken. This requires the individuals to be able to use sound judgment to independently evaluate individuals, couples and families.

Professional recommendations carry must power and many times are the deciding factor whether an individual is incarcerated or receives treatment, or whether or not a parent may have custody of their children. The professional must be able to assess the needs of the individual/couple/family and weigh it against the community's need for safety and the command's need for quality sailors. Based upon all these needs and current state and federal laws and Navy policy, the incumbent must independently give recommendations on the best course of action.

SCOPE AND EFFECT

-The effectiveness with which the incumbent is able to understand, sort out, relate and resolve the personal and family problems of Navy personnel has a direct relationship to their well-being, morale, and effectiveness at the Naval Station or other local organizations that are with. In many cases this has a direct impact on retention. Professionals make decisions which have a direct impact on the future of family life and the career of Navy personnel. Professionals are to be of the highest caliber and be able to make clear decisions based upon solid clinical research and information.

PERSONAL CONTACTS

-The purpose of the contacts with clients being counseled is to obtain information and understanding of the clients. The clinician establishes rapport, provides treatment interventions, and assists the client in the resolution of problems. The purpose of contacts with commanding officers, supervisors and officials of other government agencies are to exchange information, provide recommendations and coordinate services. Occasionally, the clinician must act as an advocate to procure needed services for clients.

PHYSICAL DEMANDS

-Duties involve a normal amount of sitting, standing and walking. There are no unusual physical activities, unless a client becomes violent.

WORK ENVIRONMENT

-Work is performed in a normal office setting, with adequate lighting and temperature control. Duties require occasional travel in the Kings County area. This position subjects the incumbent to a **high stress level on a continual basis.** The job requires the individual to be in contact with individuals who may be physically or verbally abusive on a daily basis.