



New York State Coalition Against Sexual Assault

Believing. Healing. Preventing.

30 N. Greenbush Rd., Suite 3, Troy, NY 12180

518.482.4222

www.nyscasa.org

Job Title: PREA (Prison Rape Elimination Act) Program Coordinator

General Nature of Position:

The PREA Outreach Coordinator plays a vital role in program development and initiatives, collaborating with partners and stakeholders to enhance coordination among staff, rape crisis centers, local law enforcement, SANE, and medical personnel. The primary focus is to improve the response to sexual violence in County Jails, Youth Detention Centers, and correctional facilities, assisting New York State in establishing compliance with PREA. This is a full-time, in-person, hourly position, including travel.

Hourly rate:

\$27- \$30

Preferred Qualifications

- Associate or higher degree and/or 3-5 years of relevant experience
- Skills in training and team building
- Strong communication, organizational, and writing skills
- Commitment to addressing sexual violence, anti-oppression work, and social justice
- Valid driver's license

Primary Duties:

Identify Best Practices:

- Research existing best practices and tools with partners to enhance policies and practices related to PREA in New York State.
- Conduct outreach to community-based agencies excelling in PREA to inform project activities.
- Develop and implement a work plan supporting the expansion of PREA services infrastructure.
- Engage with current PREA project rape crisis programs to identify areas for improvement.

Engage in System Advocacy:

- Review and provide feedback on organizational and institutional policies affecting response and services to victims of sexual violence.
- Collaborate with NYSCASA Advisory Group and community groups to ensure inclusivity in policies and materials.

Provide Training and Technical Assistance:

- Establish a training and technical assistance program for sexual assault services for incarcerated victims and survivors.
- Coordinate cross-training activities for SART members.

- Plan and provide training on sexual violence, prevention, confidentiality, and PREA standards.
- Increase knowledge of effective responses to sexual violence, addressing specialized populations.
- Respond to technical assistance requests via phone, email, in-person, and other avenues.

Promote Collaboration:

- Conduct outreach and coordination with local rape crisis programs.
- Develop local/regional plans with law enforcement, medical professionals, and mental health professionals to address PREA.
- Facilitate meetings to establish or strengthen Sexual Assault Response Teams (SARTs) for PREA.

Support Services:

- Prepare and support contractual renewals for sub-grantees.
- Develop and implement Memorandum of Understandings for project responsibilities and reimbursement schedules.
- Support progress and fiscal cost reporting for sub-grantees.
- Conduct audits and monitoring visits for grant compliance.

Other Activities:

- Represent NYSCASA at committees, meetings, community events, conferences, and listservs.
- Complete required reports and participate in professional development.
- Attend NYSCASA meetings.
- Assist with NYSCASA's annual conference and other events.
- Perform other duties as assigned
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Typical Physical Demands: Requires prolonged sitting, repetitive tasks, and computer use. Intermittent standing, walking, bending, and use of hands and wrists. Visual acuity for computer work and document review. May require stair climbing. Requires oral communication ability.

Typical Working Conditions: Work in an indoor office environment with occasional driving and travel. Business hours of Monday through Friday, 9:00am-5:00 pm.

We offer competitive compensation packages, including benefits such as health insurance, retirement plans, and paid time off. Join our team of dedicated professionals and make a difference in the lives of individuals with developmental disabilities.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, qualifications, or benefits.