

**JOB TITLE: PROGRAM ASSISTANT – SAFE PROGRAM**

**Department: Advocate**  
**Reporting Manager: Program Coordinator**  
**Position Status: Part-Time**  
**Classification Level: Non-Exempt**  
**Revised: June 2021**

**POSITION SUMMARY:** The Program Assistant – SAFE Program provides administrative and project support to the Sexual Assault Forensic Examiner (SAFE) Program by assisting with data management, coordination of training and education efforts, and internal recordkeeping. This position supports the SAFE Team that provides 24/7 service to patients who seek assistance in select hospitals after being sexually assaulted.

**Essential Functions of the Position Include, But Are Not Limited to:**

- Provides monthly billing support, including invoice generation.
- Maintains the program’s administrative records, which includes case files and compliance related to HR documentation for independent contractors.
- Maintains the program’s database, including data entry, analysis, and report generation (utilizing Microsoft Access and Excel, including pivot tables, graphs).
- Provides oversight and maintenance to SAFE Program Portal, a centralized web browser-based portal.
- Assists in coordinating SAFE trainings and education programs.
- Assists in developing education materials for trainings and presentations, as well as social media platforms.
- Attends meetings and records minutes.
- Attends training and professional development opportunities.
- Performs all other duties as assigned.

**Position Qualifications:**

- **EDUCATION:** Bachelor’s degree preferred.
- **EXPERIENCE:** Experience working in sexual violence and/or public health and/or health education and/or quality improvement.
- Valid NYS driver’s license is required with a clean driving record and access to reliable automobile.
- **SKILLS:**
  - Knowledge of sexual violence and/or public health and/or health education and/or quality improvement.
  - Proficiency in using all Microsoft Office programs.
  - Demonstrated ability and experience working with diverse populations.
  - Excellent organizational skills, with great attention to detail.
  - Must be able to prioritize, be flexible and work on multiple tasks efficiently and effectively.

**Position Requirements and Working Conditions:**

<b>Physical Activities</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending stairs and the like.	<b>O</b>
Remaining in a stationary position, often standing or sitting for prolonged periods.	<b>C</b>
Moving about to accomplish tasks.	<b>O</b>
Communicating with others to exchange information.	<b>C</b>
Repeating motions that may include the wrists, hands and/or fingers.	<b>C</b>

Travel to meet with various stakeholders.	<b>O</b>
Assess risk, detect risk factors for site safety purposes through being aware of surrounding environment, individuals, noises, observations, etc.	<b>O</b>

<b>Environmental Conditions</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Low temperatures.	<b>N</b>
High temperatures.	<b>N</b>
Outdoor elements such as precipitation and wind.	<b>N</b>
Noisy environments.	<b>N</b>
Hazardous conditions.	<b>N</b>
Poor ventilation.	<b>N</b>
Small and/or enclosed spaces.	<b>N</b>
No adverse environmental conditions expected.	<b>C</b>

<b>Physical Demands</b> <i>Check only one</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Sedentary work that primarily involves sitting/standing.	<b>C</b>
Light work that includes moving objects up to 20 pounds.	<b>O</b>
Medium work that includes moving objects up to 50 pounds.	<b>N</b>
Heavy work that includes moving objects up to 100 pounds or more.	<b>N</b>

**EEO STATEMENT:**

Crisis Services is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, national origin, religion, sex, age, disability, citizenship, pregnancy, military status, marital status, sexual orientation, or any other characteristics protected by law.