



Man-Tra-Con Corporation is working with a local employer to fill the following position:

**Job Title:** Rape Crisis Services Assistant (TS-031521-01)

**Location:** Carbondale, Illinois

**Salary:** \$13.00 per hour

### **Disclaimer**

*The statements herein are intended to describe the general nature and level of work performed in this job. They are not to be construed as an exhaustive list of all responsibilities and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

### **Job Summary**

Responsible for learning about the functions of Rape Crisis Services at The Women's Center and assisting RCS staff as needed. This position reports to the Rape Crisis Services Coordinator, and will work 25-35 hours per week.

### **Essential Functions**

1. Gain an understanding of sexual assault and rape culture through training, interaction with RCS staff, and educational materials
2. Gain an understanding of crisis intervention, medical advocacy and legal advocacy through training, interaction with RCS Counselor/Medical/Legal Advocates, and educational materials
3. Gain an understanding of sexual assault counseling theory and practice through training, interaction with RCS Counselors/Therapists, and educational materials
4. Gain an understanding of gender violence prevention/education theory and practice through training, interaction with RCS Prevention Educators, and educational materials
5. Gain an understanding of the role of sexual assault services/prevention efforts at local, state and national level
6. Gain an understanding of administrative responsibilities at TWC (i.e. fundraising, volunteer recruitment/supervision, fiscal duties, human resources, grant writing/reporting, management, communication, etc.)
7. Provide assistance to RCS and administrative staff, contributing to the overall efficiency of TWC
8. Promote TWC in a positive way to visitors and community members
9. Assist with preparation and delivery of educational presentations, social justice, and community outreach events
10. Assist with preparation and presentation of various programs, activities and fundraisers
11. Provide appropriate referrals to RCS counselors, advocates and/or prevention educators
12. Maintain documentation on activities, including weekly reports and statistical tracking
13. Participate in regularly scheduled RCS staff meetings
14. Attend ICASA/professional training as requested

15. Learn and implement basic administrative duties including filing, data entry, copying and using various computer programs (Windows, Microsoft Office, Internet and database systems)
16. Assist with general receptionist duties (including: greeting clients/visitors and notifying appropriate staff of their arrival; answering phones and directing calls to appropriate staff members) in Administrative Assistant's absence
17. Identify specific areas of interest and develop skills in these areas
18. Perform other related duties as assigned by management

## Requirements

- Strong people and organizational skills with the ability to set priorities and give attention to detail
- Ability to communicate orally in conversation both in person and by telephone
- Ability to work well with people from a variety of racial, ethnic, socioeconomic, sexual orientation, and age groups, and with individuals who are differently-abled
- Ability to deal with stress-related situations
- Ability to interact with others and remain focused while dealing with multiple objectives and timelines
- Ability to maintain confidentiality
- Ability to work in a team setting with other RCS Staff and embrace the concept of teamwork
- A demonstrated commitment to women and non-violence
- Must be able to work varied hours, including some evenings and occasional weekend hours
- Willingness to complete the required 64-hours of training for the position within 6-months
- Willingness to attend at least one TWC Board Meeting
- Must have current driver's license, car with current automobile insurance, and a willingness to travel
- May be asked to carry a pager and be on-call
- Must pass background checks

## Physical Requirements

PHYSICAL REQUIREMENTS	N/A	0-24%	25-49%	50-74%	75-100 %
Standing/Walking:			X		
Climbing:		X			
Lifting/Moving: (Up to how many lbs.)		X 150 lbs.			
Pulling/Pushing: (Up to how many lbs.)		X 150 lbs.			
Typing/Grasping/Feeling:		X			
Bending/Stooping:		X			
Working in adverse weather conditions:	X				

Working in or around strong smells:	X				
Confinement to work area:	X				

**Travel**

25 % of the work period is spent traveling.

**How to Apply**

This employment opportunity is available at no cost to you! To apply, please email a resume to: [TenaStuder@mantracon.org](mailto:TenaStuder@mantracon.org)

**Man-Tra-Con Corporation is a member of the American Job Center network, and an Illinois workNet Center partner.**

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