



**SERVICIOS PARA EL AVANCE DE LA MUJER**  
**SERVICES FOR THE ADVANCEMENT OF WOMEN**

110 N Ocean Ave, Patchogue, NY 11772

Phone: (631) 980-2555, [www.sepamujer.org](http://www.sepamujer.org)

**S.A.N.A.R PROJECT COORDINATOR**

**Background**

Since 1993, SEPA Mujer has been a beacon of support for empowerment, leadership development, civic engagement, and legal assistance, serving as the only Latina Rights Organization dedicated to social change, women's rights, and immigrant rights. In 2019, we formally expanded our program services to address the needs of victims of gender-based violence, hate crimes, wage theft, exploitation, and gang violence.

**Summary**

The S.A.N.A.R. Coordinator plays a crucial role in overseeing the sexual assault program, which includes training, education, advocacy, and case management. This position involves planning, implementing, and evaluating program initiatives, as well as coordinating community-based education with the Promotoras to support service providers and responders working with immigrant survivors of sexual assault. The Coordinator will also identify priorities to enhance community awareness about sexual violence.

**Education and Experience Required**

Candidates must be bilingual (Spanish) and possess coursework in Social Work, Human Services, or a related field. Additionally, a minimum of one year of experience working with victims of sexual assault, domestic violence, or child abuse is required.

**Essential Responsibilities:**

- Provides advocacy for survivors of sexual assault at the individual and system level.
- Assist victims in completing filing court documents for an order of protection, custody, and child support.
- Inform victims and witnesses of the progress of their cases - prepare both victims and witnesses for court and/or accompany them to court to provide emotional support.

- Provide victims with appropriate referrals in accordance with individual needs.
- Serve as a liaison between victims, State's Attorney's Office, police, Criminal Justice personnel, etc., attend any court proceedings related to the sexual assault, and inform the victims of the status of the cases.
- Perform follow-up services to ensure that the court order is working on the victim's behalf.
- Case management services - assistance with identifying community supports to meet survivor needs, such as group therapy, individual therapy, and workshops of empowerment.
- Coordinate and supervise healing circles that consist of strengthening and empowering the client through culturally specific programs.
- Effectively manages solid relationships with other agency partners.
- Maintains accurate and complete files and data collection for all program activities.
- Represent SEPA Mujer in the S.A.D.I (Sexual Assault Demonstration Initiative).
- Create and facilitate the Promotoras program. Promotoras are lay health education volunteers who will provide emotional support, information, and anticipatory guidance about the healing process for victims.
- Recruit volunteers for the Promotoras program.
- Work in conjunction with the sexual assault counselor
- Develop culturally specific materials for program outreach and educational efforts.
- The advocate will work to advance racial equity through participation in local coalitions, task forces, and committees to explore policies and practices to access justice or safety for Latina immigrant victims of sexual violence.

**Education/certification, knowledge, skills, and abilities required:**

- A bachelor's degree in psychology, social work, or criminal justice is required.
- Knowledge of gender-based violence and/or sexual assault issues
- Completion of 40 hr training in domestic violence training
- Able to deal with crises and to deal sensitively with victims of domestic abuse & significant others.
- Good interpersonal and communication skills; Typing and computer skills necessary,
- Bilingual Spanish/English is required.
- Valid driver's license and reliable car; willing to travel within Suffolk County
- Available to work evenings and weekends when needed;

**Benefits and Perks:**

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Retirement Plan

Annual Paid time off and holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays per year. (see handbook for details).

Professional development opportunities.

A dynamic and inclusive work environment.

The summer schedule and holiday vacations, including Fridays off, are evaluated annually by the Board of Directors and the Executive Director.

Holiday Vacation: The office is closed from December 25<sup>th</sup> to January 1st.

**Salary:** Salary is commensurate with experience (\$52,000 to \$56,000)

**Location:** The candidate must be able to reliably commute to our location in Patchogue, NY.

**Deadline to apply:** November 29, 2024

**Job Type:** Full-time

**Send a Cover Letter and Resume to:**

**E-mail:** [jobs@sepamujer.org](mailto:jobs@sepamujer.org)

**SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability, or sexual orientation.**