



**NEBRASKA COALITION**  
TO END SEXUAL AND DOMESTIC VIOLENCE

**Nebraska Coalition to End Sexual and Domestic Violence**

**Job Title:** PREA Advocacy Coordinator  
**Status:** Full Time, Exempt  
**Reports to:** Service Enhancement Director  
**Positions Supervised:** Contracted Prison Hotline Advocates

**Job Summary:**

The PREA Advocacy Coordinator is responsible for creating and distributing informational materials for individuals detained within the Nebraska Department of Corrections facilities who have experienced sexual assault; overseeing hotline activities and responding to calls from the inmates; supervising contracted advocates to assist in answering the hotline calls from victims who are incarcerated; and providing cross-training for Nebraska Department of Corrections staff, staff from members of domestic violence/sexual assault programs, and contracted hotline advocates. The work of the PREA Advocacy Coordinator should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

**Principal Duties:**

- I. **Maintain Access to Supportive Services for Victims of Sexual Assault who are Incarcerated**
  - A. Remain current on issues related to sexual violence in detention facilities and related policies.
  - B. Develop and distribute informational materials for victims of sexual assault who are incarcerated as well as public awareness materials for statewide distribution.
  - C. Coordinate a statewide hotline for victims of sexual assault who are incarcerated, and respond to calls with the purpose of providing confidential advocacy.
  - D. Provide advocacy for victims of sexual assault who are incarcerated in the ten facilities of Nebraska Department of Correctional Services (NDCS) by responding to hotline calls and other forms of communication, including written correspondence through privileged mail.

- E. Provide psychoeducation groups to survivors who are incarcerated.

## **II. Support to Nebraska's Network of Programs**

- A. In coordination with the Service Enhancement Director and local program staff, identify program training and support needs and provide training and capacity building support to address identified areas relating to victims of sexual assault who are incarcerated, including a focus on reaching diverse and traditionally marginalized communities.
- B. Train, supervise, and contract with Prison Hotline Advocates.
- C. Assist local programs in identifying systematic improvements to ensure victims of sexual assault in detention facilities can safely access resources.
- D. Provide cross-training for member program staff, hotline advocates, and NDCS staff.

## **III. Collaborative Efforts with Allied Organizations**

- A. Develop and cultivate relationships with other statewide organizations and allies in coordinating efforts related to improving the response to sexual violence within Nebraska detention facilities.
- B. Create relationships and connections with representatives of the PREA Management Teams at each facility that is qualified to assist with training and technical assistance in the area of sexual violence in detention.

## **IV. Prevention Responsibilities**

- A. Support and partner with the Prevention Coordinator, as needed, to assure intentional inclusion of prevention in strategic priorities of the Coalition.

## **V. Administrative/Other Duties**

- A. Apply for and manage grants that support work around sexual violence in detention facilities, including collecting outcomes and creating grant reports.
- B. Identify and participate in ongoing education and professional development on the topic of sexual violence in detention facilities and professional growth.
- C. Contribute articles and information for Coalition's website and email news updates, PREA list serv and collect resources for the Coalition Lending Library.

- D. Participate on the Coalition's Training Team as needed.
- E. Participate in the Coalition's strategic planning process and Movement Building activities.
- F. Participate in selected policy work groups focused on sexual violence in detention facilities and assist the Coalition policy team with research around related topics.
- G. Assist with the Coalition's annual event.
- H. Other duties as assigned.

**Qualifications:**

1. Bachelor's degree in a related field or equivalent experience preferred.
2. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.
3. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
4. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
5. Experience in working with survivors of domestic violence and sexual assault, preferably in a domestic violence/sexual assault program.
6. Experience working with individuals who have been incarcerated.
7. Demonstrated knowledge of correctional services.
8. Demonstrated public speaking, training, and communication skills.
9. Clear and concise writing skills and experience in the development of informational materials.
10. Ability to manage projects and be self-directed.
11. Experience with grant management, implementation, and reporting.
12. Ability to work independently and as a team.

13. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
14. Flexibility in scheduling, including overnight stays and extended days.
15. Working knowledge of computer systems and office software.
16. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.
17. Commitment to creating and maintaining a workplace culture that is supportive of all.
18. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

November 2019

\*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.