



Kentucky Association of Sexual Assault Programs, Inc.
Job Description
VOCA Coordinator

Overall charge to VOCA Coordinator: To facilitate service provision by the VOCA funded rape crisis centers via technical support and VOCA compliance review.

Reports to: Executive Director

Duties and Responsibilities:

PROGRAM ASSISTANCE

- Provide technical assistance, training, and act as a resource to programs in fulfilling the VOCA grant requirements.
- Provide VOCA specific report out to KASAP Board and committees as appropriate.
- Collaborate with other monitoring staff (programmatic and financial) to assure that program is in compliance with funding sources.
- Assist Accountant/Administrator with daily and monthly financial transactions.
- Assist with preparation of annual audit and monitoring requirements
- Assist with tracking expenditures and reimbursements of subcontractors

JUSTICE & PUBLIC SAFETY CABINET COLLABORATION

- Collaborate with JPSC staff and act as liaison with KASAP
- Collect data and provide all required reporting for VOCA funded programs to JPSC
- Attend meetings with JPSC as needed/requested

PROGRAM EVALUATION

- Prepare for / assist with annual JPSC required monitoring.
- Collaborate with other monitoring staff to prepare and submit compliance/monitoring reports to JPSC

OTHER DUTIES:

- Serve as staff to committees, as appropriate, specific to data collection, clinical issues, and service provision.
- Other duties as assigned.

Requirements:

- Excellent written and verbal communication skills
- Computer literate
- Ability to professionally represent the coalition, handle sensitive information and maintain high levels of confidentiality
- Ability to meet deadlines and respond in a timely manner
- Ability to work independently within a flexible work structure
- Valid driver's license
- Ability to travel with some overnights

Additional Qualifications (preferred):

- Bachelor's degree from an accredited institution or comparable work experience
- Knowledge in the area of sexual violence
- Previous experience with victim services
- Understanding of the Kentucky rape crisis center service delivery system
- Commitment and values in line with the mission of KASAP
- Knowledge and experience of the VOCA grant writing, reporting and budget development as well as federal guidelines.