

# ABUSE PREVENTION & VULNERABLE PERSONS SAFETY ADVOCATE

## PROGRAM DESCRIPTION

REPORTS TO: [to be defined]  
DIRECT REPORTS: [to be defined or deleted]  
LOCATION: [provide location]  
FULL TIME

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## COMPANY INFORMATION

At [COMPANY/ORGANIZATION NAME], we take sexual misconduct seriously and proactively address, investigate, and respond to all reports of inappropriate sexual behavior and misconduct. Sexual misconduct is a form of violence arising from inappropriate and unwanted sexual behaviors used to coerce, intimidate, threaten, control, or harm an individual or individuals who are vulnerable or do not consent to mutual participation in sexual behaviors. Sexual misconduct includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking and occurs in situations when there is a lack of consent. For workplaces where this type of misconduct could occur or in places where vulnerable individuals or minors are dependent on others for their care and well-being, an organization must appoint a responsible individual or individuals to monitor the environment for incidents of sexual misconduct of any kind and respond to complaints, events, and occurrences involving sexual misconduct. At [COMPANY/ORGANIZATION NAME], we have a zero-tolerance policy for sexual misconduct; harassment; aggression; or harm inflicted on any employee, patient, visitor, or contractor on the premises.

## ROLE

To ensure that sexual misconduct does not occur and is addressed as a high-priority safety concern, [COMPANY/ORGANIZATION NAME] has created the role of ABUSE PREVENTION & VULNERABLE PERSONS SAFETY ADVOCATE to oversee and implement policies and procedures to foster a safe environment free from sexual misconduct, perform sensitivity training that educates staff on inappropriate sexual behavior, and quickly respond to any reports or complaints of inappropriate sexual behaviors. The ABUSE PREVENTION & VULNERABLE PERSONS SAFETY ADVOCATE role is intended to carry out the following functions:

- Identify the hazards for sexual misconduct, abuse, assault, and violence.
- Determine who might be at risk and how to identify risks for sexual misconduct, abuse, assault, and violence.
- Assess the likelihood for sexual misconduct, abuse, assault, and violence.
- Identify ways to eliminate or control risks for sexual misconduct, abuse, assault, and violence.
- Respond to and mitigate risks for sexual misconduct, abuse, assault, and violence.
- Evaluate the effectiveness of initiatives implemented to prevent or eliminate events involving sexual misconduct, abuse, assault, and violence.

## RESPONSIBILITIES

- Develop tools to identify individuals at risk for sexual misconduct, abuse, assault, and violence.
- Establish and implement policies to protect at-risk individuals.

- Provide annual training and education to all staff on how to identify at-risk individuals, signs and symptoms of inappropriate sexual behavior, misconduct, harassment, abuse, assault, and violence as well as how to prevent or report incidents.
- Develop and enforce policies and procedures or processes for addressing, responding to, and handling any and all reports or incidents involving inappropriate sexual behavior of any kind that could be defined as misconduct, harassment, abuse, assault, or sexual violence.
- Implement a process for individuals to report inappropriate, unwanted, and nonconsensual sexual behaviors and sexual misconduct.
- Conduct confidential investigations into all complaints, incidents, and occurrences involving sexual misconduct, including root cause analysis when necessary.
- Notify the insurance carrier immediately upon being informed of sexual misconduct complaints or occurrences.
- Collaborate with Human Resources, as necessary, when the perpetrator is an employee.
- Communicate and collaborate with law enforcement in accordance with company or organizational policies.
- Collaborate with the Risk Management and Legal Department or outside attorneys on any legal claims or lawsuits filed in relation to allegations of sexual misconduct.
- Report events involving minors or vulnerable adults to appropriate agencies.
- Ensure that appropriate medical and behavioral health evaluations of victims are conducted.
- Monitor all occurrences and complaints throughout investigations up to and including formal charges and arrests.
- Evaluate staff knowledge and adherence to policies and procedures implemented to prevent all forms of inappropriate sexual behaviors.
- Evaluate effectiveness of policies and procedures, any initiatives implemented to identify and prevent incidents, and actions taken to address events and complaints.
- Reeducate all staff regularly to ensure adherence to internal policies and procedures and all regulatory requirements for identifying, responding to, resolving, and reporting all forms of inappropriate sexual behaviors.
- Participate on appropriate committees to advance initiatives and raise awareness within the company/organization.

## **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

### **EDUCATION**

- Bachelor's degree preferred.

### **PRIOR EXPERIENCE**

- Experience as institutional safety officer or risk manager is preferred.
- Prior experience handling sexual misconduct complaints or occurrences is preferred.
- Knowledge and experience with related federal, state, and local laws; regulations; and reporting requirements are required or preferred.

### **COMPETENCIES**

- Critical-thinking skills
- Informed decision-making

- Excellent interpersonal skills
- Strong degree of ethical judgment
- Excellent communication and writing skills
- Ability to remain neutral and unbiased

#### **SPECIALIZED KNOWLEDGE, SKILLS, LICENSE/CERTIFICATION**

- Strong leadership skills
- Attention to detail
- Excellent computer software skills, including Microsoft Office, Access, PowerPoint, MS Project
- Associate in Risk Management, Certified Professional in Patient Safety, and Certified Professional in Health Care Risk Management certifications desired

#### **PHYSICAL REQUIREMENTS**

- Being seated or standing for prolonged periods
- Lifting up to 25 pounds may be required periodically
- Twisting and bending may be required
- Being exposed to electronic equipment will be required at regular intervals
- Experiencing limited exposure to loud noises

