Roles & Responsibilities

SVJI's National Technical Assistance Sites

Four multidisciplinary teams working to improve their community’s response to sexual violence are being sought by the Sexual Violence Justice Institute @ MNCASA for their National Technical Assistance Project. Application materials are available at [http://www.mncasa.org/svji.html](http://www.mncasa.org/svji.html) and the submission deadline is October 3rd, 2008. The information that follows provides an overview of the roles and responsibilities of selected teams and the Sexual Violence Justice Institute. A memorandum of understanding between SVJI @ MNCASA and the team’s lead participating agency will be developed based upon these roles and responsibilities upon team selection. Other details about the project are available at the above website or by calling 800-964-8847.

The Multidisciplinary Sexual Assault Response Team -- with assistance from Sexual Violence Justice Institute @ MNCASA staff-- will:

- Identify a team coordinator who will facilitate the team’s work to follow the 8-Step Protocol Development Cycle and serve as the team’s primary contact with the Sexual Violence Justice Institute @ MNCASA.

- Develop a mailing list of team members, area agency representatives that respond to sexual assault, and anyone serving in an advisory capacity to the team to be made available to team members and the Sexual Violence Justice Institute @ MNCASA.

- In coordination with SVJI @ MNCASA, facilitate the collection of team and site information to assist trainers in designing the team training, including selecting training dates that will be mutually agreeable to the team and SVJI.

- Provide input and finalize the three-day technical assistance training agenda.

- Host the three-day training for the team by providing an accessible training location, logistical support, and refreshments.

- Ensure attendance of all team members at the three-day technical assistance program to be, including notifying team members of time and place, and other coordination responsibilities as necessary.

- Develop a workplan and budget for the team’s work using the 8-Step Protocol Development Cycle. Identify the resources (in-kind and otherwise) available to the team to support its work.

- Adapt and implement a multidisciplinary, victim-centered (culturally competent) sexual assault response protocol following the eight-step model for developing protocol. The protocol will include all areas of the criminal justice process, medical care, victim services and any other services that are pertinent to sexual assault victims within the community.
• Coordinate with SVJI project staff and evaluators to facilitate evaluation of the team process and SVJI services.

2. **Sexual Violence Justice Institute @ MNCASA Staff** -- with assistance from the selected team -- will:

• Develop an evaluation questionnaire to determine the team’s priority needs and work to address those needs in the three-day technical assistance training.

• Conduct a three-day technical assistance program that includes information on formalizing, expanding and promoting the team, creating an Inventory of Existing Services, conducting a Community Needs Assessment; and, developing multi-disciplinary protocol for responding to sexual assault.

• Provide for additional technical assistance as funding allows that may include consultation on conducting community needs assessments, interagency coordination and teamwork, protocol development, technical assistance, evaluation methodologies, training plans, team promotional or educational activities, and/or media relations.

• Facilitate communication between national technical assistance project teams, Minnesota SMART teams, and SVJI @ MNCASA staff by site visits (as resources allow), regular contact with team coordinators, and developing and disseminating a project newsletter, and establishing and maintaining e-mail and web-site access.