

Job Announcement | D-SAACP Credentialing Specialist (Full-Time)

About the National Organization for Victim Assistance (NOVA)

The National Organization for Victim Assistance (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

Position Description and Duties

The National Organization for Victim Assistance (NOVA) is seeking a Credentialing Specialist that will work with the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP). This is an exciting opportunity to become part of the team implementing this congressionally mandated program to certify all Sexual Assault Response Coordinators (SARCs) and Sexual Assault Response Prevention Victim Advocates (SAPR VAs) in the U.S. Military.

The Credentialing Specialist will provide administrative support to D-SAACP to ensure all administrative work is done in accordance with contract specifications and will assist in full implementation of the D-SAACP project goals.

Responsibilities:

- Assist with D-SAACP application printing, assembling, data entry daily
- Screen D-SAACP applications daily and file all new and renewal applications
- Contact applicants for missing or additional required information and correct applications when corrections are received
- Answer the D-SAACP phone line and respond to questions and inquiries from credentialed military advocates
- Provide Subject Matter Expert (SME) Committee support including assisting with eight (8) review committee meetings each year

- Assist in preparation and dissemination of Certificate Awards after eight (8) review committees
- Support other NOVA programs including participating in professional development opportunities, NOVA's annual conference and assist with other programs as requested
- Answers the NOVA helpdesk/online chat providing information and referrals to victims of crime and responding to general inquiries regarding NOVA programs

Background and Experience Requirements:

- Two-year degree in social services field required (Four-year degree in social services field preferred) with one-year of experience working in professional setting.
- Superior organizational, interpersonal and communication skills.
- Excellent attention to detail and accuracy in data entry with phenomenal time management and organizational skills.
- Knowledge and passion for NOVA's mission and victims' rights.
- Knowledge of the U.S. Military and/or experience in victim assistance is preferred
- Flexibility, creativity and initiative to work both independently and as part of a team.

Other Requirements:

- Ability to physically perform the duties and to work in the environmental conditions required such as maneuvering in an office space, reaching file cabinets, filing, typing, making/answering phone calls;
- Must be able to lift up to 20 lbs;
- Must be able to travel to and from the office each day;
- Must be able to travel occasionally.

Position Details:

- **Location:** Alexandria, VA (In-Person)
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set range of \$45,000-50,000.

- **Employee Benefits** include the following competitive package:
 - 80% of an employee and their dependents' medical, vision and dental coverage
 - Paid time off (10 vacation days, 10 wellness days for new employees) and 12 paid federal holidays
 - 36-hour work week with ½ day Fridays
 - 401K plan with a 3% match and 2% employer contribution
 - Paid Parental Leave and Family Leave
 - Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add "D-SAACP Credentialing Specialist" to the subject line.
- Review of applications will be completed on a rolling basis and the position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- If you are hired, we will require proof of your COVID-19 vaccination or documentation indicating a valid religious or medical reason not to be vaccinated.
- NOVA values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. People of Color, LGBTQIA+ persons, survivors of violence and women are strongly encouraged to apply. NOVA is committed to providing an inclusive, welcoming and safe environment.