



Violence Against Women Act

Measuring Effectiveness Initiative

Muskie School of Public Service, University of Southern Maine

SASP Annual Progress Report: Guide to Staff Categories (Question #8)

General Hints

- Report staff by **job function**, not job **title or location**.
- Do not report “consultant,” “contractor,” “student intern,” or “on-call stipends” in the “other” category. Instead, consider what functions that person performed. If you cannot assign the person to an existing category based on that function and using the information below, provide a description of what the person did in “other.”
- **The fit does not have to be perfect**—if the functions are similar to the functions of the existing category, use that category.
- Do not report “Overtime for advocates.” Translate the time they worked into FTEs and report under victim advocate.
- If you do report more than one type of staff in “other,” include the FTEs for each of the staff you are reporting by placing the FTE beside the appropriate staff in the text box description.

NOTE: The lists below are not intended to be exhaustive, but rather to serve as examples of types of staff and staff functions and where and how you should report them. Examples are organized into three groupings in this document:

- I. Reassignable to existing categories
- II. Inappropriate “other”
- III. More information needed

I. Responses that can be reassigned to existing categories - please report under suggested category

Administrator

Assistant or associate director
Director
Executive director
Fiscal manager

Children's advocate: *A staff person who provides support and assistance to child victims of sexual assault or on behalf of the children of victims/survivors.*

Childcare specialist
Children's support group facilitator
Play therapist

Counselor: *Professionals who provide emotional support, guidance, problem solving, etc. to victims/survivors*

Group facilitators
Licensed psychologist
MSW
Psychiatrist
Social worker
Therapist

Legal advocate: *A staff person who assists a victim/survivor with civil or criminal legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, administrative hearing, or other civil proceeding; and all other advocacy within the civil justice system.*

Court advocate
Court-based advocate

Outreach worker

Staff person who performs outreach activities including direct outreach to victims/survivors and outreach to other community agencies serving and responding to victims, regarding services offered by the SASP-funded program.

Outreach personnel/ specialist

Program coordinator: *Staff who coordinate specific aspects of a program.*

Assistant coordinators
Client services manager
Crisis line director/coordinator
Diversity coordinator
Hotline coordinator
SANE/SAFE coordinator (does not include SANES/SAFEs)
Victim services coordinator
Volunteer coordinator

Support staff

Administrative assistant
Assistants
Bookkeeper
Clerical position
Clerk, clerical assistant

Data entry
Filers
Office manager
Receptionist
Secretary

Victim advocate: *A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.*

Bi-lingual advocate
Client services advocate
Crisis line personnel
Hotline personnel
Refugee advocate
SA advocate

II. Inappropriate “others”--these are not staff and should not be reported in answer to this question

Equipment
Operating expenses
Shelter
Transportation
Travel

III. More information needed—should either be reported in an existing category based on function or further described by specific function in “other”

Case manager (could be victim advocate or counselor, depending upon functions)
Case supervisor (could be victim advocate or counselor, depending upon functions)
Consultant
Contractor
Graduate assistant
Liaison
On-call reimbursement/stipend*
Overtime
Stipends*

*Stipends or On-call: The money spent on stipends for advocates should be translated into FTE's. One suggestion for doing this is to estimate an average of what a full-time advocate is paid for an annual salary in your state/area and then use that as your base for estimating the FTE using the total amount you paid out in stipends. For example, if an average salary in your area is \$20,000 for a full time advocate and you spent \$10,000 in stipends, this would translate to .50 FTE under “Victim advocate”. Details on how you calculated the FTE figure should be detailed in the last question on the form, question 24.