



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.