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ATTORNEY GENERAL

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FIRST DEPUTY ATTORNEY GENERAL

**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
425 QUEEN STREET  
HONOLULU, HAWAII 96813  
(808) 586-1500

## **HAWAII SEXUAL ASSAULT RESPONSE AND TRAINING (HSART) COORDINATOR**

Exempt from civil service, temporary, full-time.  
Hawaii State Government Benefits.

**Description:** Responsible for ensuring that the goals and objectives of the Hawaii Sexual Assault Response and Training (HSART) Program are met. Chapter 844G, Hawaii Revised Statutes, established the HSART Program within the Department of the Attorney General. The purpose of HSART is to address the manner in which sexual assault evidence collection kits are processed and tracked and to ensure that victims of sexual assault are informed of their legal rights. The HSART Coordinator will need to be committed to institutionalizing systems, policies, and protocols developed by the HSART members to strengthen the coordinated community response and level of quality care for victims of sexual assault.

**Duties and Responsibilities:** 1) Central point of contact for HSART members; 2) Assist the HSART members in meeting the goals and objectives of the HSART program; 3) Compile the annual statewide inventory as required by HRS Section 844G-5; 4) Assist HSART members in meeting the mandatory submission and testing requirements for sexual assault evidence collection kits; 5) Ensure that each law enforcement agency shall designate at least one person, who is trained in trauma and victim response, to receive all inquiries concerning sexual assault evidence collection kits and to serve as a liaison between the agency and victims; 6) Coordinate training, as appropriate, for HSART members and agencies; 7) Ensure that national best practices are applied to Hawaii's coordinated response to sexual assault; and 8) Respond to written, telephone, in-person, and e-mail inquiries from local, state, and national agencies relating to Hawaii's effort to reform the testing of sexual assault kits.

**Requirements:** Master's degree from an accredited university or college. Five years paid experience in human services or criminal justice programs with experience in at least two of the following areas: program or project administration, program development or planning (needs assessment, problem identification, analysis, and recommendations), grant management (grant writing, project monitoring, and evaluation). Knowledge of the criminal justice system and issues. Computer competency; good analytical, writing, organization, communication, and people skills are required.

Your resumé should clearly show your employment dates and a complete description of duties and responsibilities in each of your positions which involved:

- Human services or criminal justice programs,
- Program or project administration,
- Program development or planning,
- Grant management.

**Salary:** \$72,684/annually, pending qualifications of applicant.

**To apply:** Send cover letter, resumé, salary requirements, and completed Application for Exempt Employment postmarked no later than January 3, 2022 to:

Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813  
(No phone calls, please)

The application can be found online at:

[https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278\\_AG\\_7.2020.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf)

**COVID-19 Vaccination Requirement:** As a condition of employment with the State of Hawai'i, each qualified candidate who has been given a conditional offer of employment must show proof of full COVID-19 vaccination and shall be fully vaccinated by his/her/their employment start date. A reasonable accommodation will be provided if requested by a candidate and it is determined through an interactive process that pregnancy, a qualifying disability, or a sincerely held religious belief prevents the candidate from receiving a COVID-19 vaccination.

An Equal Opportunity Employer