

WOMEN'S CENTER
Domestic Violence Program Coordinator

PROGRAM: Domestic Violence, Sexual Assault (VOCA/SASRV)
LOCATION: Harbor House
SUPERVISED BY: Program Director
SUPERVISION OF: Resource Advocates
CLASSIFICATION: Salaried/Exempt/40 hours per week
SUMMARY: The DV Coordinator works as part of a team that includes the Program Director, the Associate DV Program Coordinator, and the Sexual Assault Program Coordinator to ensure comprehensive service delivery in Alger and Marquette Counties. The DV Program Coordinator is responsible for the overall domestic violence service implementation and delivery for Marquette County and the shelter. The coordinator will oversee the recruiting and training of direct service staff. Will be responsible for supervision of shelter staff and will provide personal direct services for survivors of Domestic Violence and their families and coordinate community outreach and education programs.

DUTIES

Program Development

1. Network with other community resources and agencies to identify unmet needs for survivors in the county and develop and/or enhance services/options available for survivors.
2. Develop and implement innovative services that address the special needs of survivors from diverse and/or underserved populations.
3. Maintain an evaluation tool and process to assess effectiveness of service and compliance with program objectives; identify unmet/emerging needs and develop recommendations.
4. Support Program Director in following through with Harbor House programming and report to Program Director.
5. Maintain the baseline of shelter and continue to broaden the vision.

Direct Service/Advocacy

1. Conduct initial intake with domestic violence and sexual assault survivors entering Women's Center programs.
2. Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors of domestic and sexual violence and their families.
3. Provide crisis intervention, ongoing crisis support, services and domestic violence education to survivors. Assist, support and offer one-on-one assistance to program participants through the legal, medical and social services systems.

4. Provide individual and group support for survivors of domestic violence and sexual assault.
5. Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
6. Provide and/or arrange for emergency transportation to shelter and other services as needed and as safety allows.
7. Work closely with the other Women's Center staff, law enforcement, the medical community and other agencies as necessary to make certain that survivors are receiving immediate, compassionate responses to their situation.
8. Collect, maintain and record program statistics to support grant objectives.

Education and Outreach Responsibilities include:

1. Provide information to community agencies addressing domestic violence services provided.
2. Provide information about Women's Center services to survivors identified through law enforcement contact/police reports.
3. Provide, facilitate and promote educational and supportive groups addressing the needs of domestic violence survivors.
4. Schedule informational presentations at junior high, high school, and institutions of higher learning on domestic violence.
5. Implement and maintain an ongoing schedule that provides information and community outreach about domestic violence awareness throughout the county using printed materials, media and educational events.

Systems Change

1. Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure domestic violence service availability for survivors.
2. Conduct training on domestic violence dynamics and issues with community agencies to increase awareness.

General

1. Maintain a professional, confidential, non-judgmental relationship with all clients.
2. Maintain client files that ensure confidentiality.
3. Interact in a professional, cooperative manner with other staff and volunteers. Attendance and participation are required at all staff meetings.
4. Complete tasks as assigned by the Program Director within the time frame established.
5. Submit any proposed change in your work description or conditions to the Program Director.
6. Submit a monthly report to the Program Director by designated date to include service statistics, work activities, and discussion of any emerging needs.
7. Participate in promoting the Women's Center through community education and public relation efforts.
8. See that the maintenance of the house is kept up.
9. Attend trainings and continuing education activities as assigned.
10. Perform related duties as assigned.
11. Work in a safe manner being aware of personal safety and the safety of others.
12. Responsible for observing safety, health and sanitation code.

13. Responsible for developing and facilitating Domestic Violence Awareness Month
14. Supervise Resource Advocates to maintain balance in facilitating direct services
15. Maintain and facilitate a safe and healthy environment while in shelter

EDUCATION/TRAINING REQUIREMENTS:

1. Bachelor's degree in Human Services or related field preferred. Three to five years of experience in crisis related direct service may be substituted for a degree.
2. Three years of management experience with direct oversight of employees.
3. CADC preferred.
4. Good understanding/demonstrated skills regarding Domestic Violence and Sexual Assault.

This position is required to:

1. Complete the MDSVTB funded New Service Provider Training coordinated by MCEDSV.
2. Consent to a Criminal Background Check.
3. Participate in the agency ON CALL rotation and cover for other agency staff to ensure that crisis services are available 24/7, 365 when necessary.
4. Provide proof of completion of First Aid and CPR Training within first year of employment, and remain current in certification.
5. Maintain a good driving record and carry liability insurance for passengers in personal vehicle.
6. Provide proof of vehicle insurance.
7. Have access to a car during scheduled work hours.
8. Reply to emails and answer phone messages within 24 business hours of receipt.
9. Must have a bank account for direct deposit of paychecks.
10. Perform monthly and quarterly fire drills and security checks.

The Women's Center is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Women's Center employment practices are based on job qualifications without regard to race, creed, color, national origin, religion, age, gender, height, weight, marital status, sexual orientation, gender identity, disability, veteran status or any other protected classifications. The Women's Center is also committed to compliance with all applicable laws regarding nondiscrimination.

Employee signature below indicates the employee's understanding the position requirements.

Employee Name Printed: _____

Employee Signature: _____ Date: _____