

Embrace
Domestic Violence Program Coordinator (Rusk)

The Domestic Violence Program Coordinator (Rusk) position is responsible for service implementation and delivery for Rusk County. This includes program development; providing personal advocacy and advocacy-based counseling for survivors and their families; maintaining a home like environment for families in shelter; developing programming to support children; providing supportive services, advocacy, and follow-up care; community outreach and prevention education; prevention education to pre-kindergarten through 12th grade children and families; collaboration with community agencies and other programs to promote victim safety and resource options.

REPORTS TO: Executive Director

REQUIREMENTS:

- BS/BA degree in Human Services field &/or equivalent life experience.
- Good understanding/demonstrated skills regarding domestic abuse and sexual assault.
- A good understanding of a confidential counseling advocacy relationship.
- Good communication (oral and written), organizational, and interpersonal skills.
- Ability to work independently and as a team.
- Ability to manage individual component with related grant requirements/reporting.
- Ability to define problems, create and present solutions to decision makers; ability to communicate clearly and professionally.
- Proficient in Microsoft Office and Google tools.
- Ability to handle multiple tasks simultaneously.
- Dependable, strong work ethic.
- Have and maintain a safe driving record, car insurance, and valid driver's license.

Program Development

Responsibilities include:

- Oversee and maintain a 24 hour hotline system that ensures callers have immediate access to needed services, referrals and safe shelter.
- Collaboration with community resources (e.g., law enforcement, court systems, social services, etc.) to ensure domestic violence service availability for victim/survivors.
- Active participation in community groups and committees designed to address family violence services and delivery for the county; facilitate and maintain CCR and DART.
- Network with other community resources and agencies to identify unmet needs for victims/survivors in the county and develop and/or enhance services/options available for victims.
- Foster relationships and maintain outreach strategies with rural communities for further program development.
- Develop and implement innovative services that address the special needs of victims from diverse and/or underserved populations.
- Develop and implement services for teen dating violence and children witnessing DV and/or directly affected by abuse.
- Supervise and maintain a Safe Exchange Program for families at risk of continued violence related to custody and exchange.
- Maintain an evaluation tool and process to assess effectiveness of service and compliance with program objectives; identify unmet/emerging needs and develop recommendations.
- Develop and implement a 24/7 volunteer response program in Rusk County that includes recruiting and supporting local volunteer responders.
- Oversee a court-ordered program for domestic violence victims who have also been charged with domestic violence to ensure healing, safety and support.
- Oversee the course for assisting victims in dropping restraining orders and no contact orders.

- Create, supervise and facilitate a client advisory council as needed, along with other methods of soliciting feedback to incorporate into policies, procedures and program development.
- Assist in narrative and data reporting to support grant objectives, as needed.

Shelter and Program Management

Responsibilities include:

- Supervise, lead, coach and retain Domestic Violence Advocate/Shelter Case Manager.
- Recruit, train, supervise, support and retain local volunteers on service projects and work.
- Supervise and ensure Crisis Advocate compliance with direct service procedures and policies.
- Act as a liaison between the Executive Director, Domestic Violence and Youth Program Coordinator (Rusk) and Crisis Advocates when crossover in schedules is not optimum.
- Assist Executive Director, Sexual Violence Program Coordinator (Rusk), and Lead Crisis Advocate in building Staff Meeting Agendas.
- Assist with the receipt and recording of shelter donations in a courteous and timely manner.

Advocacy

Responsibilities include:

- Conduct initial intake with domestic violence survivors/victims entering the Rusk County program and shelter.
- Provide non-judgmental, empathetic, supportive advocacy and crisis intervention for survivors/victims of domestic violence and their partners and families.
- Assist program participants in developing their Personal Plan that identifies the goals they are seeking to achieve and steps/timeline needed; meet with them on a regular basis to review their Personal Plan; provide assistance, referrals and resources that will assist them in achieving their goals.
- Provide crisis intervention, ongoing crisis support, services and domestic violence education to victims.
- Provide comprehensive follow-up contact and services for a minimum of six months or as needed.
- Provide weekly, and as needed, house meetings for shelter residents that helps support a positive shelter experience that includes personal affirmation, conflict resolution, resident shelter maintenance responsibilities and emotional support.
- Provide community support groups, student support groups, and onsite counseling to survivors at set meeting locations throughout the community.
- Assist, support and offer one-on-one assistance to program participants through the legal, medical and social services systems.
- Facilitate contact with other agencies on behalf of participants; accompany participants to meetings and appointments as needed/requested.
- Provide and/or arrange for emergency transportation to shelter and other services as needed and as safety allows.
- Work closely with Victim Witness Coordinator, law enforcement, the SANE nurses and other agencies as necessary to make certain that victims are receiving immediate, compassionate responses to their situation.
- Coordinate with other county advocates and Shelter staff to provide services to help work with children who are victims of sexual assault, sexual abuse or domestic violence.
- Collect, maintain and record program statistics to support grant objectives.

Education and Outreach

Responsibilities include:

- Provide information to community agencies addressing domestic violence services provided.
- Provide information about Embrace services to victims identified through law enforcement contact/police reports.
- Provide, facilitate and promote educational and supportive groups addressing the needs of domestic violence victims and the needs of children.
- Conduct trainings on domestic violence dynamics and issues with community agencies to increase awareness.

- Provide, facilitate and promote educational and supportive groups addressing the needs of victims and the needs of children.
- Conduct trainings and informational presentations on family violence and sexual assault dynamics, impacts on children and issues with community agencies and schools to increase awareness.
- Schedule informational presentations at daycares, elementary, junior high, high school, and institutions of higher learning on domestic and sexual violence.
- Create and facilitate age appropriate preventative educational presentations for school age children including topics such as family violence, child abuse, child neglect, sexual assault and sexual abuse.
- 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.
- Maintain ongoing relationship with WCASA and End Abuse.

General

- Maintain a professional, confidential, non-judgmental relationship with all clients.
- Compensate for rural travel and geographic barriers by traveling to meet with clients in a confidential and safe location as needed and schedule availability allows (community centers, libraries, schools, etc.).
- Communicate and interact in a professional, cooperative manner with other staff and volunteers at the level necessary to ensure quality work between day and night shelter shifts and between tri-county locations.
- Attendance and participation is required at all staff and grant planning meetings.
- Maintain client files that ensure confidentiality.
- Complete tasks as assigned by the Executive Director within the time frame established.
- Submit any proposed change in your work description to the Executive Director for prior approval.
- Submit a monthly report to your supervisor and the Executive Director by designated date to include service statistics, work activities, and discussion of any emerging needs.
- Participate in promoting the Embrace through community education and public relation efforts.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work flexible, irregular hours with some travel.
- Ability to lift and move 30+ pounds.

With the knowledge that Embrace's mission is to serve people affected by abuse and with the knowledge that efficiently run programs are the best assurance of accomplishing this mission, Embrace expects all employees-when time and job responsibilities permit-to lend the necessary support to other programs or staff within the agency when a request is made or when the need to do so is apparent.

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