**THE WILLOW DOMESTIC VIOLENCE CENTER**

*“Restoring the Health and Safety of Victims of Family and Domestic Violence”*

**COMMUNITY ADVOCACY PROGRAM COORDINATOR (FT)**

***POSITION RESPONSIBILITIES***

A Willow Domestic Violence Center position focused on providing direct services to identified primary and secondary survivors of domestic violence in the community. All services will be delivered in a positive cultural environment focused on survivor empowerment, staff collaboration and communication, and volunteer retention.

**FLSA CLASSIFICATION: Non-Exempt (Hourly, not eligible for overtime)**

**Reports to Assistant Director of Community Services, Oversight by Director of Community Services**

**Direct Reports: n/a**

**ESSENTIAL FUNCTIONS:**

**SERVICE DELIVERY**

1. Coordinate and deliver services to program participants; including, but not limited to, intakes, peer counseling, resource referrals, advocacy, and emergency assistance.
2. Complete and maintain all program-related documentation, files, and logs in compliance with grant requirements.
3. Collaborate with partner agencies and interagency programs to provide information for service providers about at-risk populations.
4. Deliver education and awareness services to community partners and potential referrals, as needed.

**TEAMWORK & COMMUNICATION**

1. Adhere to assigned work schedule and notify supervisor of any flex in schedule or leave time. Notify supervisor immediately of any expected occurrences of overtime.
2. Collaborate with team members to ensure a high-performance program in which staff, communication, teamwork, empowerment, and program integrity are assured.
3. Provide direct and positive communication to fellow staff and community partners to ensure program participant needs are met in a timely manner. Assist with additional direct service at shelter, as needed.
4. Develop and maintain respectful relationships with appropriate community partners, including conducting follow-up communication in a timely manner.
5. Attend and participate in assigned agency meetings.

**EDUCATION & EMPOWERMENT**

1. Maintain a working knowledge of resources and services in order to assist other staff and volunteers in the referral process.
2. Disseminate crime victims’ rights information to survivors and assist with compensation applications as requested.
3. Assist in creating a positive cultural environment of personal leadership, communication and teamwork within the shelter and other lines of agency business.
4. Deliver services in a culture and environment of survivor and personal empowerment.

**QUALIFICATIONS, SKILLS and ABILITIES:**

• Associate’s degree in Social Services, Education or related field or equivalent experience.

• Minimum one year experience in human services and/or not-for-profit organization.

• Knowledge and understanding of domestic violence and child abuse and neglect issues and trends preferred.

• Knowledge of service area resources preferred.

• Knowledge of computer/internet programs to include Word, Excel and Google Apps.

• Experience working with children, adolescents and adults individually and in groups.

• Experience working with diverse people and groups.

• Experience working with in a shelter or transitional housing environment preferred.

* Experience maintaining personal/professional boundaries and managing stress constructively.

• Excellent oral, written, and interpersonal communication skills.

• Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

• Manage and resolve conflict between stakeholders.

• Express commitment to the empowerment of women and children.

• Possess valid Kansas driver’s license, access to reliable transportation, & proof of current liability insurance.

**PHYSICAL DEMANDS:**

• Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.

• Hear average or normal conversations and receive ordinary information.

• Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.

• Prepare and/or inspect documents and communications on computer or on paper.

• Sitting for extended periods of time.

• Bending, lifting, and carrying up to 40 pounds (donations/commodities).

• Lifting from floor or from inside car, inside truck, or from trunk.

• Lifting children (infant, toddler, preschool) in to car-seats when required.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to be and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies–“All newly hired staff will be on probationary status during first 6 months of employment or until the initial evaluation is completed and permanent status is recommended.”

I, Community Advocacy Program Coordinator, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above ”Essential Functions,” but I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of on-going employment process.

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Employee (Print Name) Employee Signature Date

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Supervisor (Print Name) Supervisor Signature Date