



HEALTH AND WELLNESS COORDINATOR

Job Summary:

The Health and Wellness Program Coordinator is a shelter advocate who has a passion for supporting personal and community health. This advocate provides direct support to survivors of domestic violence who are staying at our shelter home, and coordinates with community partners to create effective and innovative strategies by which survivors can achieve their health and wellness goals.

All Willow advocates provide empowerment-based services and are excellent collaborators. Our team works closely with volunteers, interns, and management staff to create a positive culture and a strong community presence.

This position is hourly, non-exempt, and eligible for overtime. The Health and Wellness Program Coordinator reports to the Director of Shelter Services.

Responsibilities:

1. **Direct Service:** Answers hotline crisis calls, completes intakes with survivors and their children, engages in follow up meetings and goal-setting with survivors, and maintains high levels of survivor empowerment.
2. **Community Partnership:** Creates and maintains relationship with community agencies and practitioners to ensure survivors receive referrals and smooth transitions to all necessary services.
3. **Community Education:** Provides training opportunities, community resources, and sharing of information to the community at large.
4. **Data Collection/Communication:** Maintains accurate records of necessary data, keeps databases current, and helps determine best practices for analyzing agency data. Keep good records of daily activities and communicate work flow with other advocates.
5. **Program Development:** Create programs and plans to help shelter residents and their children increase their health, wellness, and domestic violence education. Create activities for survivor participation, and encourage their growth in emotional and physical well-being through multiple channels.

**Minimum Qualifications:**

- Bachelor's degree in social services, health services, or related field preferred but not required. Equivalent experience will be considered.
- Experience in a non-profit or social services agency preferred.
- Knowledge of and sensitivity to domestic violence and human trafficking issues and trends.
- Computer literacy to include data entry, Word, Excel, and Powerpoint. Database reporting preferred.
- Experience coordinating programs and collaborating with multiple community partners.
- A rich understanding of privilege and of the importance of cultural competency.
- Strong personal/professional boundaries and a strong balance of vulnerability and resilience equaling strong emotional health.
- A working knowledge of community health and wellness agencies, and initiatives.

Skills Required:

- Must possess superior written and verbal communication/presentation skills.
- Must be well organized, able to meet deadlines and able to demonstrate tact and diplomacy.
- Must possess strong interpersonal skills and ability to manage self-care in a high-trauma environment.
- Must have driver's license and reliable transportation.
- Must be willing to work some evening, weekend, and overnight shifts.

To Apply:

Please submit a resume and cover letter outlining your strengths and prior experience to the Director of Shelter Services, Amanda Martinez, at amartinez@willowdvcenter.org