

Center Against Sexual & Domestic Abuse, Inc. (CASDA)

**JOB DESCRIPTION
DOMESTIC ABUSE PROGRAM COORDINATOR**

Job Title: Domestic Abuse Program Coordinator

**Status: Full-Time; Salary;
Exempt**

Supervisor: Director of Program Services

Date Revised: February 2019

Summary: This job exists to coordinate and enhance services to domestic violence victims and survivors in Douglas County; to provide education/training to schools, community organizations, law enforcement, human services, etc.; and continue to build positive working partnerships with community agencies.

Education and Experience Required: Have course work in Social Work, Health and Human Services or related field, and a minimum of one year of experience working with victims of domestic violence, sexual assault, and/or child abuse.

Essential Duties and Responsibilities:

- It is my responsibility to oversee the development, implementation and expansion of the Domestic Abuse Program in an effort to provide quality, comprehensive services to victims and survivors of domestic violence in Douglas County.
- It is my responsibility to provide continued education and/or training on the dynamics of domestic violence for human services, law enforcement, schools and referral sources, etc. in Douglas County and continue to build and enhance a positive working partnership with the above agencies.
- It is my responsibility to provide direct services to help line callers, walk-in, and on-going clients in accordance with CASDA's mission and philosophy.
- It is my responsibility to maintain and compile program statistics, grant reports and other necessary paperwork as required.
- It is my responsibility to adhere to agency policy with regards to confidentiality.

Direct Services:

- Provide supportive services to domestic violence victims and survivors on an ongoing basis.
- Develop, implement, and facilitate a support/education group on a bi-monthly basis.
- Share back-up responsibilities on evenings and weekends.
- Network with community resources on an ongoing basis to establish cross-training opportunities for professionals working with victims of abuse.
- Promote CASDA services to ensure community members are aware of resources for abuse victims and survivors.
- Perform public education on behalf of the organization.

Facility Maintenance:

- Clean and maintain work area and contribute to the cleanliness of the main office.

Administration:

- Maintain and compile all client and direct service statistics performed by the Domestic Abuse Program and enter them on a weekly basis into CASDA's client database.
- Maintain and compile grant statistical reports and submit as scheduled.
- Maintain a narrative report and turn in to the Executive Director and the Director of Program Services by the 5th of each month.
- Maintain and submit time sheets on a weekly basis into CASDA's online database.
- Maintain and compile all Mileage Reimbursement Forms and turn in to the Director of Program Services on a monthly basis.
- Maintain and compile all Purchase Requests pertaining to the Domestic Abuse Program and turn in to the Director of Program Services on an as needed basis.

Conduct and Behavior:

- Must have the ability to remain open to new ideas and adapt to change.
- Must have the ability to establish rapport and maintain cooperative working relationships with colleagues and community members, seeking guidance if required.
- Must have the ability to communicate with sensitivity, compassion and clarity, taking into consideration the needs and feelings of others.
- Must have the ability to represent CASDA with positivity, credibility and professionalism.

Other Duties:

- Attend staff meetings, in-services, retreats, etc. as scheduled.
- Attend at least one professional job training related to your job description per year.
- Other duties as assigned by the Executive and/or Director of Program Services.
- Share in general cleaning of Main Office as scheduled.

Knowledge, Skills and Abilities Needed:

- Knowledge of and experience working with domestic violence, sexual assault and child abuse.
- Must have the ability to interact with individuals from diverse backgrounds, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and genetic information.
- Must have the ability to set clear, professional boundaries and maintain confidentiality.
- Must have the ability to handle crisis situations in a calm, effective manner.
- Must have the ability to be self-directed yet work effectively as a team member. Must have the ability to speak to the public and one-on-one regarding the issues of abuse in a knowledgeable, skillful manner, and in accordance with CASDA's mission and philosophy.
- Must have knowledge of area resources available to assist the clients we serve.
- Must have the ability to complete effective oral and written reports and must be able to meet deadlines consistently.
- Must have the ability to handle multiple tasks simultaneously and have excellent organizational skills.

- Must have a valid driver's license, provide own transportation and provide proof of auto insurance.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND ALL OF THE DUTIES OUTLINED HEREIN.

Employee Signature

Date

Executive Director

Date