

**Center Against Sexual & Domestic Abuse, Inc.**

**JOB DESCRIPTION  
BAYFIELD COUNTY OUTREACH COORDINATOR**

**Job Title: Bayfield County Outreach Coordinator Status: Full-Time; Salaried; Exempt  
Supervisor: Director of Program Services Date Revised: January 2020**

**Summary:** This job exists to coordinate and expand services to victims and survivors of domestic abuse and sexual assault in Bayfield County and collaborate with area resources in an effort to provide quality, comprehensive services.

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

**Essential Duties and Responsibilities:**

- It is my responsibility to oversee the development and implementation of the Bayfield County Outreach Program in an effort to provide quality, comprehensive services to victims and survivors of domestic violence and sexual assault in Bayfield County.
- It is my responsibility to provide direct services to the 24-hour help line, Walk-In, and ongoing clients in accordance with CASDA's mission and philosophy.
- It is my responsibility to collaborate with community resources and provide continued education and/or training for human services, law enforcement, schools and community organizations in an effort to enhance the quality of services provided to Bayfield County clients.
- It is my responsibility to adhere to agency policy with regards to confidentiality.

**Direct Services:**

- Provide supportive services to domestic violence and sexual assault victims and survivors on an ongoing basis.
- Act as primary contact for all 24-hour help line, Walk-In, and referred clients in Bayfield County.
- Network with area hospitals, law enforcement, human services, etc. to coordinate advocacy and supportive services in Bayfield County on an ongoing basis.
- Coordinate and maintain an updated listing of community resources.
- Provide public education on behalf of the organization.

**Facility Maintenance:**

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

**Administration:**

- Maintain and compile all client and direct service statistics performed by the Bayfield County 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/Executive Director by the 5<sup>th</sup> 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 Bayfield County Outreach 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 training related to your job description per year.
- Other duties as assigned by the Executive Director and/or Director of Program Services.
- Share in general cleaning of outreach 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 handle multiple tasks simultaneously and have excellent organizational skills.
- Must have the ability to complete effective oral and written reports and must be able to meet deadlines consistently.

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

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date