



JOB DESCRIPTION

Job title	Coordinator, Advocacy Services
Reports to	Director, Resiliency Program

Job purpose

To provide support and communication to all victims of the February 25, 2016 Excel Industries and Hwy 81 mass shooting Incident, and to the operational success of the Resiliency Program in providing trauma-informed personal advocacy and emotional support to said victims to include coordinating logistical, operational and communications aspects of the Program

Duties and responsibilities

1. Provides advocacy services within the existing culturally proficient environment by respecting differences and maintaining a genuine commitment to mass shooting victims (primary, secondary, and tertiary) and broader impacted communities.
2. Organizes, coordinates and schedules meetings of victims with the Community Advocate, Therapists and for victim referrals to other advocates, agencies and organizations. Greets and supports victims and visitors to the Program's offices and supports victim direct services staff in addressing victims' support needs
3. Develops and maintains a data base of all victims identified and served by the program to assist in measuring program outreach and effectiveness and improve victim satisfaction and services
4. Assists in facilitation of support groups, classes and workshops to strengthen victim adaptive capacities and encourage healing and with victims filings and tracking of crime victim compensation applications
5. Performs office management and other administrative support services to the Director and program staff in support of providing assistance services to victims and coordinates Resiliency Project related trainings
6. Assists in gathering data and performing activity reports and data input as needed by direct services staff to include Grant Reports and related activities. Maintains accurate and confidential files
7. Assists in preparation and dissemination of materials designed to help educate the community of how to access mental health services and available resources
8. Perform other duties and activities as directed by the Director, Resiliency Program

Qualifications

1. Undergraduate degree strongly preferred; High School degree or GED equivalent required
2. One (1) to two (2) years' relevant experience demonstrating knowledge of victimization and needed sensitivity to successfully work with victims, families and broader communities impacted by the mass shootings; requiring extensive interaction with others and being tactful, adept and compassionate in managing stressful situations that may occur with victims
3. Working knowledge of office management systems and procedures and office equipment
4. Strong organizational skills and orientation to detail
5. Excellent computer and related skills to include use of internet search engines, access to government portals and websites, Microsoft suite of applications and databases

6. Strong interpersonal and communication skills, written and oral; demonstrated ability to establish and maintain effective work relationships with victims, employees, volunteers and collaborative partners

Working conditions

Work environment is of a secure, quiet and confidential nature which may be disrupted from time to time due to nature of providing assistance to victims of a sensitive and personal nature

Physical requirements

1. Possess valid Kansas driver's license, good driving record and proof of insurance
2. Physical attributes necessary to operate and function in an office environment to include interpersonal interactions, communications, preparation and handling of documents and sitting for extended periods of time
3. Bending, lifting and carrying up to forty (40) pounds of weight (donations/commodities)

Status

Full-time, non-exempt

Eligible for benefits as outlined in Employee Handbook

THIS POSITION IS GRANT FUNDED

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