

JOB DESCRIPTION

Job Title: PRA/Projects Coordinator

Based Out Of: Harvey County

Reports To: Program Director

Directed by: Executive Director

Position Summary: To coordinate specialized projects that assist survivors of domestic and sexual violence, their families and friends through specialized services and advocacy while developing relationships with community partners to ensure collaborative services in service area.

RESPONSIBILITIES INLCUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- A. Create a positive cultural environment of leadership, effective management, communication, and teamwork in which employees and volunteers find support, guidance, and successful opportunities to contribute.
- B. Responsible for coordinating the development and implementation of projects including but not limited to Police Response, Prison Rape Elimination Act, Domestic Violence Response Team (DVRT), Coordinated Community Response Team (CCR) and Sexual Assault Response Team (SART).
- C. Responsible for supervision, training and support of police response advocates and criminal justice advocates.
- D. Responsible to develop relationships and systems engagement throughout service area.
- E. Responsible to respond as PRA, work with participants within systems, and support primary advocacy with training, supervision and mentoring while working with participants within systems.
- F. Responsible for creating a culture of empowerment and trauma-informed service delivery.
- G. Assist with development of agency plans that include and recognize survivor empowerment.
- H. Responsible to maintain a working knowledge of resources and services available in the communities served to assist survivors.
- I. Responsible to network with medical professionals, court officers, school personnel, law enforcement, clergy and other professionals to encourage referrals.
- J. Responsible for publicizing available services, educate referral sources and increase service utilization within communities served.
- K. Attend community meetings, provide information and maintain contact with community agencies as appropriate. Update Support Team on community involvement and agendas for community meetings.
- L. Responsible to assist in creating a positive cultural environment of personal leadership, communications and teamwork within the outreach program and throughout the agency.
- M. Responsible to assist with coordinating use and reporting with the Osnium database.
 1. Responsible to correlate and submit all statistical data, program summaries, and reports
- N. Assist with any other duties and attend meetings as requested by the Program Director and/or Executive Director.

QUALIFICATIONS, SKILLS and ABILITIES:

- Higher education preferred. High school degree or GED equivalent required.
- Experience in domestic violence or sexual assault field, volunteer experience, or related experience is suggested.
- Express commitment to the mission of Safehope.
- Clear understanding of confidentiality.
- Demonstrated ability to collaborate with community partners.
- Ability to facilitate of Coordinated Community efforts.
- Ability to work independently and as a team.
- Knowledge and understanding of domestic violence, sexual assault and child abuse issues and trends.
- Knowledge of service area resources preferred.
- Knowledge of computer/internet programs to include Word, Excel, Outlook and Google Apps.
- Experience working with diverse people and groups.
- Experience maintaining personal/professional boundaries and managing stress constructively.
- Demonstrate flexibility while keeping attention to detail.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Demonstrate ability to manage and resolve conflict.
- Excellent initiative, integrity and strong sense of professionalism.
- Possess valid Kansas driver's license, clean driving record, 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).

WORK SCHEDULE

Full-time/Non-exempt

MILEAGE AND EXPENSES:

Mileage and expenses shall be reimbursed as per Policy and Procedure manual.

BENEFITS

This position is eligible for benefits as outlined in the employee manual.

This position is grant funded.