YWCA Hanover
Job Description

Title: Coordinator Adams County/Client advocate of Safe Home
Reports to: Assistant Director/Director of Safe Home

Function: To work in conjunction with the Safe Home Director and Assistant Director to manage, develop, market and implement services and program for victims of domestic violence, as well as education awareness programs/events for the community. To participate in the maintenance of a comprehensive program for victims of domestic violence.

Education and Experience: Baccalaureate degree or related signification work experience, education, and/or training in human services field. Ability to develop and maintain rapport with both clients and co-workers. Completion of the Pennsylvania Coalition Against Domestic Violence (PCADV) training. Requires ability to maintain confidentiality, and to make appropriate decisions in crisis situations.

Duties and Responsibilities:

- Assist Director and Assistant Director of Safe Home in program management.
- Assist Director and Assistant Director with grant management and fundraising opportunities.
- Write and provide data/statistics for new grant proposals/applications with the Grant Administrator.
- Plan, organize, and execute prevention education to all elementary, middle, and high schools.
- Respond to community educational requests and participate in community education through public speaking as a Safe Home Representative and advocate.
- Responsible for co-planning, facilitating and monitoring domestic violence events to include (but not limited to) Walk a Mile and Domestic Violence Awareness month
- Prepare monthly statistical, narrative and other reports as directed.
- Attend agency-related meetings when appropriate.
- Participate in hotline coverage and on-call coverage for evenings, weekend and holidays
- Ensure that clients receive appropriate referrals, emergency housing, options counseling, transportation and legal advocacy through direct services and a team approach with Safe Home advocates and volunteers.
- Responsible for in depth client interviews with trauma-informed interactions, gathering and organizing information and keeping statistical data as required.
- Provide support, accompaniment and advocacy through the court system. Serve as a liaison with the legal system (i.e. attorneys, magistrates, police, probation, and judges.)
- Develop and maintain a thorough understanding of Protection from Abuse (PFAs) orders and the enforcement of such.
- Maintain and oversee equipment and supply orders and provide oversight and management of such.
- Performs other duties as assigned by the Safe Home Assistant Director/Director or the Executive Director.