

Full-Time Community Based Coordinator

The mission of Alternative House is to facilitate the creation of a society in which violence and oppression will no longer exist. As a means to this end, we offer access to shelter, support, children's programming, legal, housing, and community advocacy for all victims of domestic violence (and their children) who seek our help. We are committed to the empowerment of all victims toward self-sufficiency. We do not discriminate against any race, class, culture, age group or sexual orientation. In addition, we provide community education and support to reform societal attitudes that permit violence and oppression against anyone.

Reports To: Director of Programs & Operations

Supervises: Community Based, Housing Advocates

Job Description: Primary job duties of this role are to provide support and oversight to Alternative House's Community Based Programming. While this role has an expectation to carry out administrative duties, the expectation is that this person carries a caseload of 5-8 community-based program participants on an on-going basis.

Schedule: this is a 40 hour per week, full time hourly position.

This full-time, hourly position supervises all aspects of Alternative House's Community Based Programming and reports directly to the Director of Programs & Operations. The Community Based Coordinator provides supervision to case management as well as advocacy staff and provides direct service support as necessary. The position requires flexibility for afternoon, evening, and weekend hours.

Responsibilities and Duties

- ***Supervisory***
 - Supervise Case Management Team & Community Based/Housing Advocates
 - Complete & manage program scheduling (including office coverage)
 - Assist in the hiring and training of staff
 - Oversee the recruitment and training of volunteers and interns
 - Oversee all staff training requirements
 - Provide on-call coverage on a rotating basis (every 4th or 5th week)

Facilities

- Ensure entire facility meetings local, state, and federal requirements

• ***Administration***

- Attend local, state, and federal contract meetings

- Assist with data collection and producing monthly and yearly reports
- ***Client Services***
 - Assist in supervising case management services
 - Provide support to program participants
 - Assist with advocacy duties including completing intakes, answering hotline calls and completing service plans
- ***Other Duties***
 - Provide education on domestic violence as requested by community partners, attend local meetings, represent agency at events and assist with outreach event scheduling, partnering with other staff
 - Be available for client advocacy as needed including but not limited to, survivor accompaniment in judicial, law enforcement, and medical settings.
 - Assist with support group coverage as needed
 - Assist with residential-client case management as needed.
 - Other duties as assigned by supervisor.

Distribution of Work:

- Outreach and Education = 50%, Administrative = 40%, Direct Services = 10%.

Qualifications & Requirements:

- Supervisory and program management experience – supervisory experience 2+ years required, supervisory experience managing 3+ people highly sought
- Knowledge of domestic violence and commitment to providing trauma-informed support
- Comfortable with public speaking
- Ability to chair meetings, coordinate teamwork, delegate tasks and foster positive team dynamic
- Strong interpersonal skills with experience in de-escalation
- Strong writing skills and ability to work on a deadline
- Organization and administrative skill with attention to detail
- Knowledge and capability of submitting required program reports