

**Posting Date:** November 8, 2017

**Position Title:** Project Coordinator/Orange County Commission against Intimate Partner Violence

**Classification:** Exempt status

**Reports to:** Collaborative Programs Director

**Schedule:** Primarily business hours, with flexibility required for holidays, evenings and weekends

**Anticipated Start Date:** ASAP

Safe Homes of Orange County is a not-for-profit 501(c)(3), located in Orange County, New York, that has grown from a grassroots small group of committed individuals in 1986 to an organization, leader, and resource in the field of domestic violence and human trafficking advocacy and services in Orange County. Our many programs include a Family Justice Center, an emergency shelter, a legal program, individual counseling and advocacy, support groups throughout Orange County, community education and outreach program.

**Duties & Responsibilities:**

Safe Homes of Orange County seeks a Project Coordinator for the Orange County Commission against Intimate Partner Violence. The Project Coordinator will be responsible for carrying out the work of the Commission, which will be Orange County's coordinate community response to intimate partner violence, and will consist of representatives from various community agencies. The work of the Commission includes but is not limited to collaborative projects, protocols, and trainings among agencies that work within systems addressing intimate partner violence.

The Project Coordinator acts as a liaison between the criminal and civil justice systems and the human service providers in the county and facilitates the creation of solutions to address systemic barriers.

The Project Coordinator will coordinate the pilot project (DVERT) Domestic Violence Enhanced Response Team in the City of Port Jervis, a collaborative project involving multiple agencies. Responsibilities include facilitating team case-conferencing meetings, troubleshooting cases, monitoring the projects' effectiveness and exploring possibilities for project expansion as appropriate. The Coordinator is also responsible for completing quarterly reports to the State (DCJS).

- Participate in the development and ongoing implementation and coordination of the Orange County Commission against Intimate Partner Violence;
- Create, review, and assist with policy and procedure development in relation to the program;
- Develop training, implementation, and evaluation materials;
- Provide training on the Commission and the DVERT project
- Compile, develop and evaluate Risk Assessment tools;
- Maintain regular communication with Core Partners by email, phone, and in-person meetings;
- Organize and participate in Commission against Intimate Partner Violence meetings;
- Organize and participate in DVERT case review meetings;
- Work collaboratively with other project staff to ensure goals and objectives are being met;
- Provide reports, as needed, on project status to Collaborative Programs Director;

- Provide support for agency wide events;
- Coordinate with staff and partners on project-related and agency-wide activities;
- Prepare monthly, quarterly, and annual reports on program status;
- Research and maintain a working knowledge of emerging issues related to domestic violence, especially to intimate partner violence and homicide prevention;
- Attend and actively participate in staff meetings and other agency meetings, as assigned; if attendance is not possible, take responsibility for accessing meeting minutes;

**Qualifications:**

- The successful candidate will have a minimum of a bachelor's degree in a human services, gender studies, sociology, social work or related field with a strong background in sexual assault and domestic violence
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines;
- Demonstrate ability to develop new ideas and put them into action where there are limited tools and resources already defined
- Be able to tie decisions to strategy, use sound logic and bring others into the decision making process;
- Possess good interpersonal communication skills, as well as strong oral and written communication skills;
- Effective presentation skills required. Have understanding of traditional and adult learning styles, and prepare training materials for a variety of audiences;
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served;
- Must have the ability to organize and manage their time and tasks
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault;
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community;
- Ability to lift up to 25 pounds, navigate stairs, and periods of sitting, standing and walking required;
- Experience with Microsoft Word, WordPress, Publisher and Excel is preferred;
- A valid, insurable driver's license and transportation is required;

**Cover letter and resume required. Please submit by December 31<sup>st</sup> 2017 via email or fax only to:**

Attention: Pam O'Dea

Email: [podea@safehomesorangecounty.org](mailto:podea@safehomesorangecounty.org)

Fax: 845-562-2216

**No telephone calls please.**

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

Due to high volume of responses it may not be possible to respond to all inquiries.  
Selected candidates will be notified for an interview.