

Alternatives to Violence of the Palouse (ATVP) Position Opening Coordinator of Domestic Violence Services, Full Time, Exempt. Position Open: 7/9/20 until filled

ATVP is a not for profit organization that serves both Whitman County, Washington and Latah County, Idaho, offering direct services to victims and survivors of domestic, sexual violence, child abuse and stalking, along with community education programming. We are seeking a qualified and dynamic [Coordinator of Domestic Violence Support services](#) who will provide a variety of direct and coordinated domestic violence services, and related oversight including ATVP shelter operations. The position also includes public education and outreach under the direct supervision of the Associate Director and Executive Director.

- All applicants must be familiar and agree with ATVP's mission statement and philosophy regarding support to survivors.
- ATVP is an equal opportunity employer and our agency is committed to a culturally and ethnically diverse workplace.
- Upon hire, the successful candidate will receive 45 hours of pre-service advocacy training, as well as, a minimum of 30 hours of yearly ongoing training. Ongoing training includes yearly attendance at a state-wide conference and access to national and state webinars.

Position: [Coordinator of Domestic Violence Services](#)
Reports to: Executive Director
Terms: Exempt. Full time (40 hours per week). Some evenings and weekends are required.
Starting Rate: \$37,440
Benes: Paid holidays, vacation and sick. Employee Assistant Program available. Medical, dental, life and vision benefits.
Location: Primary office position is in Pullman.
Start Date: Immediate

Application Information:

The full job description is included. Please ensure reviewing the description and job requirements before applying.

The following materials are required for application and will be considered an example of your communication skills and evaluated as part of the screening process.

The application consists of:

1. Cover Letter.
2. Essay. (limit 1 page) Please address how your background, experience and personal philosophies are applicable to this position.
3. Chronological work/education experience resume.
 - a. Outline job duties and identify whether the position was paid employment or volunteer experience.
 - b. Hours worked
 - c. Reason for leaving each position.

All items must be submitted for applications to be considered complete. *Incomplete applications will not be considered.* [Opened until filled.](#)

Send completed applications to: Associate Director at asst.director@atvp.org as a single PDF file. Or you can mail materials to ATVP, Attention: Associate Director, PO BOX 37, Pullman, WA 99163. Email is preferable.

Responsibilities and Duties:

1. Perform all work in a culturally responsive manner consistent with ATVP's mission statement.
2. Research, develop, modify and coordinate ATVP's domestic violence program services, outreach and prevention education programming.
3. Direct oversight and mentoring of domestic violence program staff that is consistent with agency management philosophy.
4. Oversight of the shelter facility and programming.
5. Provide direct services, including advocacy, crisis intervention, legal and medical advocacy to primary and secondary victims of domestic violence, and as back up for sexual assault/abuse clients.
6. Co-facilitate educational support groups for victims and survivors of domestic violence.
7. Task force and workgroup participation for purposes of public relations and coordination of community services.
8. Serve as project coordinator for DSHS and Workfirst projects.
9. Provide community outreach, prevention and education around the topic of domestic violence, community victim services and teen domestic violence as needed.
10. Compile and report statistical data for grantors.
11. Participate in grant writing and program development activities.
12. Rotate availability for night, weekend and holiday coverage of and response to emergency staff back up.
13. Maintain on-going training hours in accordance with agency standards.
14. Maintain agency and client confidentiality as required by ATVP policy.

Minimum Qualifications:

1. Ability to provide services in line with ATVP's stated mission that supports autonomy and self-determination for survivors.
2. BA (or equivalent work experience) in relevant field.
3. Demonstrated leadership skills
4. Demonstrated organizational skills
5. Ability to be diplomatic and tactful while maintaining a strong victim advocacy perspective.
6. Ability to work collaboratively with others at different levels.
7. Strong communication and presentation skills
8. Self-starter
9. Ability to embrace and foster a team philosophy
10. Excellent computer skills, proficiency in excel and word is required. Indicate your level as basic, intermediate, or expert with each (a skill test will be part of our interview).
11. Ability to pass a criminal federal and state background checks
12. Must be a resident of Whitman or Latah Counties

13. Current Drivers license and insured vehicle and willingness and ability to provide outreach services in both Whitman and Latah Counties.

Desired Background:

1. A minimum of two years direct service in the domestic violence and/or sexual violence advocacy field
2. Program oversight and management experience
3. Grant/contract compliance experience
4. Hiring and supervisory experience
5. Bilingual/bicultural in Spanish or Asian Languages and English
6. MA (or equivalent work experience) in relevant field.

Physical Demands:

1. In performing the essential duties of this job, the employee will frequently move about inside the office to access file cabinets, office equipment, office shelves, etc. They also will externally move about to support clients with appointments and other needs.
2. Constantly operate a computer and other office equipment, such as a calculator, copy machine.
3. Grocery shopping
4. Transportation of items necessary for client services
5. Frequently move shelter items, audio/visual equipment, training materials, and office supplies weighing up to 25 pounds.

Alternatives to Violence of the Palouse

Mission: ATVP empowers individuals affected by domestic violence, sexual assault and abuse and stalking. We work to create a safe and equitable community through education and prevention.

Vision: We envision our community being safe, equitable and free from oppression.

Inclusion Statement: ATVP affirms the right of each person to live without fear of the threat of violence. We recognize that all forms of oppression create a climate which enables gender based violence. We honor and advocate for individual autonomy and self-determination for members of our community. We believe that education is the foundation of creating a safe and equitable community, and the inclusion of youth is imperative for sustainable social change.

Tag Line: Educate. Empower. Prevent.

COORDINATOR OF DOMESTIC VIOLENCE SERVICES JOB DESCRIPTION

Alternatives to Violence of the Palouse

The Coordinator of Domestic Violence Services provides a variety of direct and coordinated domestic violence services, and related oversight, public education, public education and outreach under the direct supervision of the Associate Director and Executive Director including the following:

1. Research, develop, modify, and coordinate ATVP's domestic violence program services, prevention education and outreach programming; coordinate and oversee shelter services [E]
2. Supervise the WA domestic violence team members including: shelter staff, WA domestic violence and WA DV legal advocate staff, and the WA DV prevention educator. Conduct performance evaluations and participate in performance evaluation meetings; support their professional development as directed by the Associate Director or Executive Director; facilitate and participate in regular meetings to include debriefing and providing feedback to staff; attend monthly advocate meetings as necessary; coordinate with Shelter Staff and the CSAS to ensure appropriate service delivery and coordinated case management to clients in shelter; [E]
3. Provide direct services, including advocacy-based counseling, crisis intervention, support and appropriate referrals to primary and secondary victims of domestic violence, including the assessment of individual needs and options, emotional support, medical advocacy, and appropriate referrals; facilitate clients' awareness of the affective, behavioral, and cognitive effects of their experience and enhance their ability to cope/adjust; direct services include medical advocacy, basic legal advocacy, and appropriate follow-up with domestic violence sexual assault and/or CVSC Region 8 clients who call on the Hotline and dual DV/SA clients (including those in shelter); provide crisis intervention evenings/weekends to clients on the hotline or in-person as back-up under unusual circumstances; assist with shelter intakes and case management as necessary; [E]
4. Facilitate / Co-facilitate and/or provide domestic violence support group services with other assigned staff, receive regular consultation for support group activities and professional development as directed by from the Associate Director or Executive Director; [E]
5. For purposes of public relations and service coordination related to domestic violence activities/planning, (for example: annual "DV Awareness Month", "Teen Dating Violence Awareness Month" and "Crime Victims/Child Abuse Awareness Month" activities), serve as a member of task forces and work groups, including: attending meetings, providing comment on the focus of task force activities, drafting and implementing protocols and procedures for task force consideration, and providing related education/training/outreach/community development/prevention services as appropriate; [E]
6. Serve as the project coordinator of the Department of Social and Health Services grant, Core and Prevention Programming; Domestic Violence Legal Advocacy Grant, the Department of Social and Health Services "Work First" grant, the IHFA and CHP shelter grants, and the domestic violence components of other grants/contracts, including preparation, of progress reports and statistics as required by each funder; [E]

7. Research, develop and present domestic violence education presentations for advocate and staff training (including related updating of the training manual/materials), school, university, community, external agency representatives, service group, and public audiences, including related curriculum development; [E]
8. Document all direct services provided as required by ATVP policy, including support group services, and provide quality control for domestic violence services by assisting with data collection and reporting for agency domestic violence, shelter and other related direct services, including monthly shelter statistics, quarterly domestic violence statistics, Infonet, CAC and IHFA data entry, client surveys and annual reports of service levels to the Associate Director or Executive Director and quarterly progress reports for funding agencies as assigned; [E]
9. Oversee development of new and modify existing domestic violence materials and outreach messaging including brochures, DV booklets, and social media messaging; [E]
10. Participate in grant writing as directed by the Executive Director to include but not be limited to, domestic violence, outreach, prevention, and community development, and child advocacy/youth services agency needs; [E]
11. Participate in educational sessions (including self-directed study) for purposes of professional development to ensure current knowledge and skills and compliance with statutory/accreditation/standards mandates; [E]
12. Participate in staff, management, and case conference meetings and meet regularly with the Associate Director or Executive Director to ensure appropriate supervision, support, and coordinated service provision; inform the Associate Director of appointments, assignments, and progress/status on a regular basis; [E]
13. Represent, or oversee the representation of ATVP at inter-agency/community meetings as appropriate which may include to Whitman County Alliance, Colfax and Community Fund, Child Protection Team, and work groups as assigned; all related activities will be fulfilled as directed by the Associate Director or Executive Director; [E]
14. Ensure that personnel matters and salary information are maintained as confidential, communicating only with the involved staff person, their mentor, the Accounting Manager, the Associate Director and the Executive Director; [E]
15. Participate in the back-up rotation of the office cell phone to ensure staff availability in emergency situations, including emergency shelter intakes or client emergencies; [E]
16. Maintain agency/client confidentiality as required by ATVP policy; ensure security of client records and the office areas; [E]
17. Other duties as assigned. [E]

NOTE: Some evening, weekend, and holiday hours may be required. Availability of transportation, a valid driver's license, and minimum required auto insurance are required to be able to fulfill job responsibilities. This position includes service hours in the shelter and public offices.