



TITLE: Bilingual Safer Futures Project Coordinator

PROGRAMS: Safer Futures Project

REPORTS TO: Community Education & Communications Program Coordinator and Executive Director

EMPLOYMENT STATUS: Full-time

## SUMMARY

HAVEN from Domestic and Sexual Violence is accepting applications for a full-time Bilingual Safer Futures Project (SFP) Coordinator. The SFPC will work in our Safer Futures Program—a collaboration between HAVEN and healthcare providers, and school based health care programs. The SFP Coordinator is a professional position responsible for collaborating with healthcare providers to improve the identification and response to pregnant and parenting teens/women who are victims of IPV. The coordinator is responsible for cultivating partnerships with providers, training healthcare providers, personnel and teamwork duties, program development and duties involving resources and administration. A healthcare or public health education and background would be preferred. Bilingual in Spanish/English is required.

Grounded in social justice and the movement to end violence against women, HAVEN is a social service agency serving survivors of domestic violence, sexual violence, teen dating violence, stalking, and human trafficking. Located in The Dalles along the scenic Columbia River, HAVEN from Domestic & Sexual Violence prioritizes work/life balance for its employees, emphasizing self-care and a trauma-informed model of practice for both staff and those HAVEN serves. While the organization began in 1981 in the form of a 24 hour crisis-line and network of volunteers to support victims, HAVEN is now a distinguished anti-violence agency with innovative programming to serve survivors of violence from a social-ecological framework that addresses all aspects of survivors' lives and works to support survivors in their healing journeys.

## ESSENTIAL JOB FUNCTIONS

This candidate will be the primary coordinator and presenter/trainer for the Safer Future Project. Additionally, this individual will engage with medical providers, social service providers, community members and agency partners to increase awareness of HAVEN's programming and special projects.

### **The Safer Futures Project:**

#### Community Collaboration

- Represent the mission, values and philosophy of HAVEN to program participants, staff, and to the general public.
- Lead efforts for SFP project staff and SFP to engage community partners in project development through Leadership Team
- Identify and engage new partners including MCMC, OCH, NORCOR and The Confederated Tribes of Warm Springs, as well as school based health centers
- Work with CECPC and Executive Director to develop and track priority meetings and outcomes to attending such meeting; examples; community coalition(s), HUB's, CCO/CAC and ECC
- Train medical providers with the intention of working toward sustainability; train community partners to become trainers and advocates for services and support beyond the SFP multiple funding initiatives
- Work with CECPC, Executive Director and Bilingual Health Advocate(s), with creative thinking and active problem solving to revise and implement appropriate screenings for community partners
- Assist partners in creating and maintaining a safe and supportive environment for victims of IPV

### **Program Development & Sustainability**

#### *Working with Executive Director and Direct Services Program Coordinator*

- Develop appropriate policies and procedures that advocate for victims of IPV within SFP partners and other healthcare agencies considering the safety of our clients and confidentiality

- Identify training needs, coordinate and implement trainings for SFP partners and healthcare providers
- Improve protocol implementation and provide technical assistance to healthcare providers
- Develop medically proficient and/or best practices guide for healthcare professionals
- Evaluate training and program implementation
- Develop a database for collecting information about partners, supporters and donors
- Develop a database for collecting information about project for internal purposes
- Responsible for project marketing and media outreach

### **Personnel & Teamwork**

- Promote team cohesion and productivity
- Perform responsibilities efficiently and promptly in a professional manner, practicing professional judgment
- Deal appropriately with poor performance and conflict
- Results oriented, facilitates productivity focused on mission

### **Resources**

- Actively consider costs (time, money and materials) when performing essential duties
- Conceptualize new ways to conserve resources (time, money and materials)

### **Skills:**

*SFP Coordinator must be capable of and consistently exhibit:*

- Model and promote attitudes of non-violence, anti-oppression, inclusiveness, and empowerment in all facets of position responsibilities
- Extensive knowledge of IPV and pregnancy issues for teens and young mothers
- Strong presentation and training skills; proficient in Power Point and/or Prezi
- Strong database and project evaluation skills; proficient in Excel
- Being sufficiently self-aware of personal issues when interacting with supervisors, staff, community partners and when in the presence of trauma survivors/clients
- Ability to effectively communicate both verbally and in writing
- Ability to resolve conflict effectively; identify challenges and barriers
- Self-motivated with the ability to work with minimal supervision
- Leadership skills, with the ability to motivate and coordinate agency staff and community partners
- Ability to work effectively with a diverse population
- Innovative thinker, with the ability to develop and implement programs
- Active listening, reflective listening, effective communication skills
- Ability to represent organization in professional manner to clients and community
- Effective multi-tasking and ability to prioritize, organize and delegate tasks when necessary
- Compassion and empathy, understanding, patience when dealing with others
- Cultural competency: recognition of and respect of diversity
- Creative and innovative thinking
- Flexibility, ability to adapt to change
- Honesty, integrity
- Ability to perform responsibilities efficiently, and independently with professional judgment

### **Collect Statistics/Data**

- Appropriately manage confidential information and compile statistical data for grant reporting
- Track statistics in regard to community outreach; training hours (presentations completed) and topics; and outreach activities to ensure the consistent entry, tracking and reporting of all data
- Submit monthly reports as requested
- Provide support to the ED for future funding opportunities such as grant writing
- Attend agency and partner staffing, trainings and Leadership team meetings as appropriate
- Administer surveys and share information to partners as appropriate
- Compile quarterly narratives and year-end performance report and/or other reporting as necessary
- Administrative Duties
- Includes, but is not limited to; participate in the development of an individualized (including self-care) and organizational annual work plan
- Development and maintenance of adequate assessment tools and forms for SFP
- Tracking and program evaluation
- Other duties as assigned

## **Outreach to Underserved Populations**

- Includes, but is not limited to; participation in the development and implementation of an annual plan to identify and serve underserved populations; and participation in outreach activities. (HAVEN does this as a staff and/or annual retreat)
- Additional Responsibilities
- HAVEN From Domestic & Sexual Violence is a team/community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team
- Ability and willingness to be on call (not part of duties at present), work weekends and evenings as required
- Valid driver's license, insurance and access to regular transportation required
- Some state and national travel required
- Attend mandatory staff meetings
- Other duties as assigned

## **QUALIFICATIONS**

- Associate's and/or Bachelor's degree in the fields of: social work, social science, sociology, psychology, human services, health sciences, public health, and other fields related to the scope of the position—preferred but not required
- prior experience in social justice and/or domestic violence and sexual assault advocacy—preferred but not required (training is provided within and outside of the agency)
- experience working with teenaged youth and/or awareness of barriers teenaged youth may face when accessing healthcare and other community-based services—preferred but not required
- basic understanding of the benefits of accessible and affordable reproductive healthcare and an understanding of how violence can affect survivor health and well-being—preferred but not required
- effective communication skills and ability to work collaboratively with colleagues and community partner agencies
- basic knowledge of computer science (i.e. Microsoft Office software, Google Apps, etc.)
- Spanish and English language skills required

## **WAGE & BENEFITS**

\$18.00 - \$20.00 hourly, depending on experience // Health & other benefits available

Applications will be accepted until position is filled.

In the event that there are not otherwise qualified candidates available for assignment, candidates with credentials that do not yet meet the agency minimum qualifications may be considered for the position with certain stipulations. The candidate must actively pursue needed training and credentials and is expected to fulfill the minimum requirements within six months.

For more information or to request an application please contact Tara Koch, Executive Director at 541-296-2065. Candidate may also email resume to [tara@haventhedalles.org](mailto:tara@haventhedalles.org) or mail to:

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