

## THE WILLOW DOMESTIC VIOLENCE CENTER

*“Restoring the Health and Safety of Victims of Family and Domestic Violence”*

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### Full-Time Jefferson County Program Coordinator *POSITION RESPONSIBILITIES*

A Willow Domestic Violence Center full-time position focused on presenting to the Department of Children & Families (DCF), partner agencies, and employers focused on Lecompton and Jefferson County. To provide information about DV/SA, the effects of DV on children and adults, causes of DV, and other information required by the DV/SA grant. Make referrals for the work program and deliver direct services, maintain relationships with partner agencies, and encourage collaboration with community members.

#### **FLSA CLASSIFICATION: Non-Exempt (Hourly)**

#### **Reports to Director of Community Services**

#### **ESSENTIAL FUNCTIONS:**

##### **ENGAGEMENT DEVELOPMENT & DELIVERY 60%**

- A. Coordinate and deliver services to program participants, including, but not limited to, self-sufficiency planning, career development activities, safety planning, lethality assessment, DV/SA services (only TANF recipients), and coordination of program courses, financial literacy, healthy relationships, positive parenting, and community resource referrals for both TANF recipients and non-TANF eligible participants.
- B. Deliver engagement and outreach services to community partners and potential referrals.
- C. Deliver a plan to provide outreach and engagement services to rural Jefferson County and corresponding DCF offices.
- D. Tailor presentations to each county and work with current staff to ensure entry to local community programs, clubs, and community activities.
- E. Represent The Willow, the HOPEworks Program, and DV/SA in a manner appropriate to community members using presentations already developed by the agency.
- F. Maintain relationships with community partners through regular communication.
- G. Maintain records and system of presentations, surveys, referrals, and communication.

##### **TEAMWORK & COMMUNICATION 20%**

- A. Collaborate with team members to ensure a high-performance program in which staff, communication, teamwork, empowerment, and program integrity are assured.
- B. Provide direct and positive communications by delivering appropriate and consistent engagement delivery and ensuring that program engagement needs are met in a timely manner.
- C. Provide direct services as needed by the program.
- D. Develop and maintain respectful relationships with appropriate community partners, including conducting follow-up communication in a timely manner.

##### **EDUCATION & EMPOWERMENT 20%**

- A. Knowledgeable of DCF policy and procedures as they pertain to TANF.
- B. Submit proposals to supervisor upon request.
- C. Deliver services in a culture and environment of survivor and personal empowerment.
- D. Deliver services in a manner respectful of cultural competency and compliant with ADA standards.

#### **QUALIFICATIONS, SKILLS and ABILITIES:**

- Completed college-level coursework in Social Services, Health Services, Marketing, Communications, or related field or equivalent experience.
- Minimum one year experience in human services and/or not-for-profit organization preferred.
- Knowledge of and sensitivity to domestic violence issues and trends preferred.

- Knowledge of service area resources preferred.
- Knowledge of computer programs to include: Word, Excel, and Google Apps
- Experience working with diverse people and groups.
- Experience maintaining personal/professional boundaries.
- Excellent oral, written, and interpersonal communication skills.
- Strong project management skills, ability to multi-task, and ability to manage competing deadlines.
- Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.
- Manage stress constructively.
- Express commitment to the empowerment of adult and child survivors of domestic violence.
- Possess valid Kansas driver’s license; access to reliable means of transportation; proof of current liability insurance.

**PHYSICAL DEMANDS:**

- Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.
- Hear average or normal conversations and receive ordinary information.
- Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.
- Prepare and/or inspect documents and communications on computer or on paper.
- Sitting for extended periods of time.
- Bending, lifting and carrying up to 40 pounds (donations/commodities).
- Lifting from floor or from inside car, inside truck, or from trunk.
- Lifting children (infant, toddler, preschool) in to car-seats when required.
- Moving up and down stairs in shelter facility.

The job description does not state or imply that these are the only activities performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Wages are determined by the scope of the position, experience of the incumbent, and money available within a government grant. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies–“All newly hired staff will be on probationary status during the first 6 months of employment or until the initial evaluation is completed and permanent status is recommended.”

I, the HOPEworks Rural Outreach Program Coordinator, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above “Essential Functions,” but I understand my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of the on-going employment process.

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Employee (Print Name)

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Employee Signature

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Date

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Supervisor (Print Name)

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Supervisor Signature

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Date