



First Step Employment Opportunity

Equal Opportunity Employer

Job Title: Community Services Program Coordinator (this is a supervisory position)

Hours/Week: Full-time salaried position, varied with some evenings, weekends and on-call hours.

Start Date: October 3, 2016

Description: Provide/coordinate support, counseling, safety planning, advocacy, and referrals to adult and child survivors of domestic violence/sexual assault via telephone, individual and group sessions in our 24 hour services programs. Lead Assault Response team to effective execution of program goals. Coordinate and supervise Crisis Intervention Volunteers. Provide outreach and follow-up services to underserved populations (adults and children) at high risk for victimization. Oversee data collection, program evaluation, and program/grant reporting to insure accuracy and timeliness/contract compliance. Promote community action and support First Step's mission of eliminating both domestic and sexual violence and providing comprehensive services to individuals and families impacted by these crimes.

Minimum qualifications: MSW – LMSW preferred - or BSW with significant paid experience, experience w/ crisis counseling w/ sexual assault/domestic violence survivors; experience working successfully with people from diverse backgrounds along with underserved populations, experience recruiting, screening, training, supervising, and recognizing large base of culturally diverse volunteers, and experience supervising staff. Excellent computer skills-database management and Microsoft Office. Superior oral and verbal communication skills. Public speaking experience preferred. Bilingual a plus. Looking for candidates who show demonstrated efforts in supporting the movement to end domestic and sexual violence.

Background checks: Must satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Have and maintain an excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

Benefits: Full-time, competitive salary, exempt position, some travel required-primarily within Wayne County, regular on-call shifts, flexible schedule as long as it meets program needs. Option for quality health/dental/vision insurance plan after 90 days. Employer-paid life insurance and long-term disability after 120 days. Employer contribution to 401k plan starting immediately upon hire. Accrued sick and vacation time. Holidays off with pay.

Send resume and cover letter WITH WAGE REQUIREMENTS to Ilene Hogan:

**E-mail: ihogan@firststep-mi.org
www.firststep--mi.org**

No phone calls please.