



## Employment Opportunity: **COMMUNITY RESPONSE PROGRAM COORDINATOR**

### OVERVIEW

The Program Coordinator supports First Step's mission by providing advocacy, crisis intervention, information, resources, and support to survivors of domestic violence and sexual assault, particularly within the criminal justice system.

The Community Program Coordinator assists with the supervision and development of advocacy staff lethality assessment and the crisis response program.

The Program Coordinator works in collaboration with police officers and prosecutors to enhance systems response to domestic violence and sexual assault.

First Step works hard to create a workplace that is dynamic. We encourage people with diverse identities and experiences who are excited about equity and social justice to apply.

Comprehensive training and supervision are provided to all employees.

### LOCATION:

Wayne Office; Ability to travel frequently between agency sites, police departments, and court locations as necessary.

### REPORTS TO:

Director of Programs

### POSITION TYPE: EXEMPT

Full-time, 37.5 hours/week, Salaried Position

### PAY:

\$59,000 annually

### SCHEDULE: *(Flexibility a plus)*

### START DATE:

Weekdays. Some evenings with occasional on-call shift, evening or weekend required.

**TO APPLY:** <https://www.firststep-mi.org/jobapplication/>

*Please, no phone calls or emails.*

### RESPONSIBILITIES

- Interview, recommend for hire, train and develop team
- Provide ongoing supervision, evaluation, and training to team
- Verify the accuracy of their team's hours and approval of timesheets
- Oversee and supervise the Lethality Assessment Program
- Provide support and crisis intervention for survivors
- Identify barriers to safety and self-sufficiency and support navigation of services and accessing opportunities.
- Work with community partners to advocate for and create systems change.
- Work to achieve agency's strategic goals of program excellence, building capacity and promoting community action
- Facilitate regular team meetings, case conferences, and leadership team meetings, and attend and assist with the coordination of all staff and in-service meetings, in addition to ongoing professional development activities.
- Complete paperwork and database entries necessary to maintain agency records, and provide documentation as required
- Ensure program provide culturally sensitive & inclusive services
- Understand and support First Step's philosophy of empowerment, education, and prevention of violence
- Commitment and ability to represent agency in community settings.
- Understand and support First Step's philosophy of empowerment, education, and prevention of violence.
- Support and carry out First Step's mission, vision, and values.

### QUALIFICATIONS

- BSW/BA in Human Services, Criminal Justice or Public Administration recommended or equivalent experience, Master's degree/MSW a plus
- Significant experience in crisis intervention, domestic violence, and sexual assault
- Experience and knowledge about court advocacy and procedures
- Demonstrated experience effectively supervising and developing staff
- Experience and ability to work effectively with people from diverse racial, economic, and cultural backgrounds
- Capability to respond to and handle crisis situations effectively
- Must have empathy and passion for working with survivors using a client-centered and trauma-informed approach
- Must be able to maintain professional boundaries with a high level of confidentiality, and comply with all agency policies and procedures
- Excellent oral, written, active listening, reflective conversation skills.
- Ability to lift 30 pounds on occasion
- Bilingual a plus

### REQUIREMENTS

Must be at least 18 years old and satisfy criminal background checks, DHHS child abuse registry check, sex offender registry check, driving check. Must have and maintain a valid MI driver's license, excellent driving record, reliable transportation, and current auto insurance. These requirements will be re-checked throughout employment.

### BENEFITS

Agency provided health, dental, optical, life and long-term disability insurance after 60 days. Employee Assistance Program. Voluntary insurance benefits available after 60 days. Employer contribution to 401k. Annual paid time off and floating holidays. Accrued paid flex time. Agency closure days off with pay.