



CADA | inspire hope

committee against domestic abuse

POSITION:	Faribault County Program Coordinator
TEAM:	Community Advocacy
REPORTS TO:	Community Advocacy Manager
STATUS:	Full-Time
SALARY:	Depends on Qualifications

JOB DUTIES AND RESPONSIBILITIES

The Faribault County Program Coordinator is a domestic and sexual violence outreach advocate with the Committee Against Domestic Abuse, Inc. (CADA) and will be responsible for providing crisis intervention, support, legal advocacy, and information and referrals to victims of domestic violence, sexual assault and human trafficking. This is a full-time 40 hour/week position and is housed out of CADA's Faribault County office in Blue Earth, MN. It requires 24hr crisis call-out availability for work on evenings, weekends, and holidays on an on-call rotating basis.

MAJOR TASKS/RESPONSIBILITIES

- Direct Services
 - Provide services to victims of domestic or sexual violence by phone, email, and in face-to-face meetings.
 - Provide client-centered, trauma-informed, and culturally competent crisis intervention and ongoing advocacy to survivors of domestic violence, stalking, teen dating violence, sexual assault and sex trafficking.
 - Provide information to clients as needed on various topics such as: dynamics of domestic violence, common reactions to sexual assault, the use of technology to stalk, sexual exploitation, the impact of violence on children, crime victims' rights and other issues as identified by the client.
 - Assist client in safety planning for self and/or children.
 - Provide information to clients on issues related to the criminal and civil justice process.
 - Assist clients in filling out and filing order for protection and restraining order paperwork.
 - Accompany clients to court hearings.
 - Provide 24-hour response to victims at law enforcement centers and hospitals in CADA's 9-county region on a rotating basis.
 - Provide information and referrals about community resources.
 - Adhere to organizational policies including policies on confidentiality and professional boundaries.
 - Other duties as assigned.
- Advocacy, Outreach, and Organization Representation:
 - Build and maintain collaborative relationships with community partners and area agencies.

- Provide community education as assigned to middle/high school/college classes, community groups, community organizations, and other audiences as requested.
- Provide professional training to groups such as law enforcement and other partner agencies as assigned.
- Actively participate in community meetings related to improving the community's response to domestic violence.
- Record-Keeping and Other Responsibilities:
 - Complete all required service documentation in a thorough and timely manner.
 - Participate in organizational statistical reporting as directed by supervisor.
 - Adhere to organization policies and work rules.
 - Consult with supervisor in weekly meetings about client concerns, workload management, professional development, and other areas.
 - Attend trainings and continuing education activities as assigned.
 - Active participation in all staff meetings, and outreach meetings about client needs, organizational changes, and other team issues.

PREFERRED QUALIFICATIONS:

- Knowledge of gendered violence principles.
- Experience providing advocacy.
- 40-hour Sexual Assault certification.
- An understanding of the unique problems encountered by victims needing advocacy services.
- Bilingual in English/Spanish, English/Sudanese, and English/Somali.
- Post high school education.

MINIMUM QUALIFICATIONS:

- Excellent communication and organizational skills.
- Ability to pass Minnesota Department of Health background check
- Ability to work some overnight, evening, and weekend hours
- Valid driver license, current insurance, and car are required.
- Familiarity with social justice principles.
- Ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Experience with computers.
- Ability to respond effectively to individuals in crisis

PHYSICAL REQUIREMENTS:

During your work hours you may be required to write, talk, hear, see, operate a computer keyboard, clean, lift/move items, and occasionally transport victims you are serving.

TO APPLY:

Please send a cover letter, resume and 3 references to Erika Boyer-Kern by May 22, 2019 at 12PM by email: erikab@cadamn.org or by mail: P.O. Box 466, Mankato, MN 56002; or by fax: 507-625-9431. For more information, please visit our website at www.CADAmn.org .