

DVIPP OUTREACH COORDINATOR

Department: Domestic Violence Intervention and Prevention Program (DVIPP)
Supervisor: DVIPP Program Director
Classification: Full-time, Non-Exempt

Position Overview

The DVIPP Outreach Coordinator is responsible for promoting awareness and providing community education on issues of domestic violence.

Essential Functions

- Distribute literature and other resources to key organizations such as local schools, medical facilities, law enforcement and social service agencies to promote awareness of issues and available resources affecting those in a situation of domestic violence.
- Conduct presentations on intimate partner violence and available resources to groups of all ages, from school children to senior citizens.
- Identify community training needs as required by program need.
- Participate in weekly staff meetings.
- Maintain client and program confidentiality.
- Maintain all necessary documentation and records.
- Represent program in a professional manner at all required community meetings and events.
- Be on call as needed.
- Other duties as assigned.

Requirements and Qualifications

- Bachelor’s Degree or experience equivalent preferred.
- Obtain 10 Continuing Education Credits (CEUs) annually.
- Ability to work independently on assigned responsibilities and manage stressful or crisis situations.
- Ability to multi-task and adjust priorities as needed.
- Knowledge of community resources and support organizations preferred.
- Strong written and oral communication skills and ability to speak in public effectively.
- Familiarity with common computer software such as Word, Outlook and Excel.

Additional Requirements

To perform essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, copiers, telephones and other office equipment. Valid driver’s license required. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Acknowledgement

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason by YWCA Management.

Employee Signature

Date

Program Director Signature

Date

Executive Director Signature

Date