

Mental Health Association in Orange County, Inc.



ORANGE COUNTY RAPE CRISIS SERVICES VICTIM SERVICES – COMMUNITY EDUCATION COORDINATOR JOB POSTING

- I. Title:** Victim Services – Community Education Coordinator
- II. Reports to:** Crisis Services Manager
- III. Job Objectives:**
- Provide direct crisis intervention and advocacy services to sexual assault victims and co-victims. Facilitate NYS Department of Health Primary Prevention Education Program as well as community education programs.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. Qualifications**
- Bachelor's Degree in related field with 2 years' experience
OR
Associate's Degree in related field with 4 years' experience.
 - Ability to provide 24 hour on-call responsibilities up to 14 days per month.
 - Effective written and oral communication skills.
 - Bilingual preferred.
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
 - Must be clear and maintain an acceptable record under any mandated criminal background check process.
 - An understanding of and commitment to social justice.
 - Proficient in the Microsoft Office Suite.
- V. Responsibilities:**
- Provide on-call responsibilities for Rape Survivor Advocacy Program, 24 hours a day, 7 days a week, up to 14 days per month. Provide services to sexual assault victims and co-victims as necessary including short-term crisis counseling; both in-person and by telephone consultation. Respond to hospitals offering the victim information about forensic evidence collection, medicine information, law enforcement protocols, victims' rights and emotional support.

- Prepare and conduct community prevention education program(s) as per funder requirements.
- Provide victims with information and referrals to community resources.
- Assist victims with NYS Crime Victim Board applications.
- Recruit, train and supervise rape survivor advocacy volunteers.
- Compile and prepare monthly, quarterly and annual reports as required by project funding and agency.
- Communicate with District Attorney's Office, hospitals, police stations, Crime Victims Assistance counselors and other human service agencies involved in victims' case; advocate for victim's needs within those systems.
- Provide educational services to the community regarding rape crisis issues.
- Assist Sexual Assault Examiner (SAE) Coordinator with duties including: SAE room compliance, examiner training and examiner on-call schedule.
- Maintain victim files.
- Attend community awareness events.
- Serve as an agency representative at local, regional and statewide meetings, coalitions and task forces.
- Provide advocacy, support and educational services in a manner which brings a social justice analysis with particular focus on sexism and violence against women.
- Represent agency at local, regional and statewide meetings, coalitions and task forces.

VI. Other Duties:

- Answer Helpline minimally one (1) hour per week and more often as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. Terms of employment/benefits:

- Non-Exempt.
- Forty (40) hours per week. (Flexible to meet program needs)
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:

Kelly Czvik

Mental Health Association in Orange Co. Inc.

73 James P. Kelly Way, Middletown, NY 10940

or fax to (845) 343-9665

or email to kczvik@mhaorangeny.com