

Mental Health Association in Orange County, Inc.



ORANGE COUNTY RAPE CRISIS SERVICES VICTIM SERVICES COORDINATOR JOB POSTING

- I. Title:** Victim Services Coordinator
- II. Reports to:** Crisis Services Manager
- III. Job Objectives:**
- Provide crisis intervention and advocacy for victims of sexual assault and their loved ones. Conduct community outreach and awareness activities.
- To 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.
 - 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.
- V. Responsibilities:**
- Provide on-call responsibilities and emergency response for victims of sexual assault, 24 hours a day, (maximum of 14 days per month).
 - Respond to area hospitals, police stations and courthouses within one hour of Rapeline call. Accompany victims to area hospitals, police stations and courthouses.
 - Provide assistance in completing the NYS Compensation Claim Application to victims of sexual assault.
 - Provide face to face short term crisis counseling and telephone counseling to victims of sexual assault.
 - Provide information, referrals and follow-up for victims of sexual assault.

- Provide criminal justice advocacy. Communicate with District Attorney's office and law enforcement.
- Provide medical advocacy. Communicate with emergency department personnel in regard to victim/patient case status.
- Prepare monthly, quarterly and annual reports as required by program funders and agency.
- Research and disseminate educational literature relevant to victims' rights, forensic rape examinations and sexual assault prevention education.
- Coordinate and implement community awareness activities, sexual assault prevention education activities and professional training.
- Serve as back up to community educators and be prepared to teach prevention education (Safe Dates and Mentors in Violence) programs to high school and college students when needed.
- 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.
- 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.

VI. Other Duties:

- Answer Helpline minimally one (1) hour per week and more often as needed.
- Participate in MHA's committees as needed.

VII. Terms of Employment/Benefits:

- Non-Exempt.
- Forty (40) hours per week (weekend and evening hours required). On-call hours also required.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:
Michelle Roe
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73 James P. Kelly Way
Middletown, NY 10940
or fax to (845) 343-9665
or email to mroe@mhaorangeny.com