



Abuse in Later Life Prevention and Outreach Coordinator

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day activities of the Project Coordinator of Abuse in Later Life Primary Prevention, Outreach and Education Grants.

Job Reporting Relationships:

Supervisor: Abuse in Later Life Program Director

Supervises: N/A

PRIMARY FUNCTION:

This position will provide oversight of all outreach and training initiatives related to the Abuse in Later Life Program at Vera House, including the annual Elder Abuse Conference and other community trainings about topics of abuse in later life, scams, and identity theft. This position will also assist the Director of Community Engagement and Prevention Strategy in community engagement activities. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

BASIC QUALIFICATIONS:

Education/Training:

Bachelor's degree in human services or related field, Master's degree preferred.

Competencies:

- Thorough knowledge of abuse in later life, identity theft and scams as well as domestic and sexual violence;
Strong planning, organizational, time management, and administrative skills;
- Strong interpersonal, oral communication and written skills;

- Strong leadership skills;
- Ability to work with as well as maintain a positive working relationship with community members and partners;
- Ability to work in partnership with diverse individuals;
- Strong training and facilitation skills;
- Ability to solve complex problems and demonstrate critical thinking;
- Knowledge of community-based service delivery systems, in particular through knowledge of criminal and civil justice systems;
- Ability to work independently;
- Appreciation and respect for other cultures and people of diverse backgrounds;
- Strong proficiency with Microsoft Office Suite; and
- Ability to develop a positive, compassionate rapport with victims of elder abuse, neglect and exploitation; domestic violence; sexual assault or other violent trauma.

Experience:

- One to three years of experience in direct service and community collaboration is preferred;
- Experience in training, writing, public speaking, and program/grant management is preferred; and
- Experience working with older adults preferred.

Essential Duties:

- Manage the grant that seeks to build a primary prevention program in the Abuse in Later Life program, continues the Abuse in Later Life Outreach work and its related activities;
- Manage and facilitate the completion of grant goals and objectives with staff and collaborating partners;
- Engage community stakeholders in prevention efforts by creating proposals, planning and facilitation of prevention and education programs and workshops on domestic violence, sexual assault/abuse and abuse in later life;
- Ensure the Agency's services are maintained in accordance with the Agency's mission and goals.
- Develop, update and revise program curricula and materials, including program assessment tools, as necessary;
- Schedule and deliver presentations on abuse in later life, elder identity theft and scams, domestic and sexual violence and other outreach topics to community stakeholders;
- Evaluate the opportunity to provide victim service provision services to older victims of scams and ID Theft;
- Serve as a liaison and foster positive working relationships with community members and partnering agencies;
- Collect, analyze and report program outputs and outcome data to funding sources;
- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's program services;

- Participate in the Elder Justice Coalition; coordinate Partner Meetings and; support and assist the Abuse in Later Life Program Director and Director of Community Engagement and Prevention Strategy in related projects;
- Maintain client and education databases consistent with Vera House practices;
- Manage difficult and/or emotional client situations and respond promptly to client needs;
- Ensure that all services are maintained in accordance with the Agency's missions and goals;
- Ensure a warm and welcoming environment to all visitors; and
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion

ANCILLARY DUTIES:

As an integral member of the organization, this position is responsible to provide related assistance wherever necessary to help the Agency achieve its goals and embrace and promote the Vera House mission.

Equipment/Machines

Telephone, computers, projectors, copier, calculator, and automobile.

Physical Demands

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, distance vision suitable of independent driving/travel, and hearing and speech to communicate in person or over the telephone. Individual must be able to lift 30 pounds. Accommodations may be made for some of these physical demands for qualified individuals who require and request such accommodation.

Work Environment and Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level and work environment is usually moderate. The air quality is usually moderate. There is limited exposure to physical risk.

SALARY RANGE

\$42,000 - \$46,000

Vera House is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Interested candidates should submit a resume and cover letter to:
jobs@verahouse.org