



POSITION ANNOUNCEMENT

Abuse in Later Life Project Coordinator

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services.

This position will handle the day-to-day activities of the Project Coordinator of the Abuse in Later Life Grant. This work will include coordinating training initiatives, training professionals, coordinating activities of the Elder Justice Coalition and implementation of an Outreach and Service plan. This position will partner with subrecipient agencies to ensure project completion. Some direct client service will also be required. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

RESPONSIBILITIES

- Manage the federal grant that seeks to perform an outreach and services needs assessment, train law enforcement and victim services professionals, enhance collaboration among community partners and provide enhanced services to elder abuse survivors
- 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 elder abuse, specifically training to law enforcement and victim services providers using the Elder Abuse curricula as well as community and professional development presentations
- Facilitate the completion of grant goals and objectives with collaborating partners
- 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.
- Collaborate with leadership staff to bring necessary resources, training and professional development to community service providers
- Collaborate with staff to bring the necessary resources and training for staff development
- Accountable for assisting with the development and delivery of policy and protocol
- Participate and coordinate activities of the Elder Justice Committee; coordinate Partner Support and assist the Abuse in Later Life Program Director in related projects.
- Maintain database 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



- 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

QUALIFICATIONS

- Bachelor's degree in human services or related field
- Thorough knowledge of elder abuse 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
- Strong training and facilitation skills
- Ability to solve complex problems and demonstrate critical thinking
- Knowledge of community-based service delivery systems, particularly a thorough 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
- Prompt response to crisis as well as thorough and consistent follow up with victims/clients and delivery systems
- Ability to provide trauma informed services and knowledge of crisis intervention techniques
- Ability to work effectively in a crisis orientated setting with diverse individuals
- 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 and public speaking is preferred
- Experience in supervision and grant management preferred
- Experience working with older adults preferred

SALARY

- \$41,000 - \$45,000 per year

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.**



723 James Street

Syracuse, NY 13203

E-mail: jobs@verahouse.org

NO PHONE CALLS PLEASE