

Enhanced Multi -Disciplinary Team Coordinator

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

This position will be responsible for the co-coordination and day to day activities for 7 Enhanced Multi-Disciplinary Teams (E-MDTs). These E-MDTs are located in Onondaga County and 6 surrounding counties and comprise the Central New York Enhanced Multi-Disciplinary Team Hub. This position will assist the Abuse in Later Life Coordinator in program reporting and other administrative activities related to the E-MDT program at Vera House. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

RESPONSIBILITIES

- Provide program leadership for the Enhanced Multi -Disciplinary Team program in 7 counties.
- Plan and coordinate with co-coordinator for the Enhanced Multi -Disciplinary Team for identified counties, including scheduling meetings, preparing and maintaining agenda, compiling pertinent case information
- Maintain regular communication and foster positive relations among MDT members
- Ensure the Agency's services are maintained in accordance with the Agency's mission and goals
- Collect, analyze and report program outputs and outcome data
- Represent the Agency to the community and collaborate with community members to ensure the implementation and/or maintenance of the Agency's programs and services as well as organize outreach and program campaigns
- Participate in the Elder Justice Committee; attend Partner Meetings and; support and assist the Abuse in Later Life Coordinator in related projects.
- Collaborate with leadership and other staff to bring the necessary resources, training and professional development to community service partners
- Collaborate with staff to bring the necessary resources and training for staff development
- Maintain database consistent with Vera House practices
- Manage difficult and/or emotional client situations and respond promptly to client needs
- Appreciates and respects other cultures and people of diverse backgrounds
- 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
- Ensure a warm and welcoming environment to all visitors

QUALIFICATIONS:

- Bachelor's degree in human services related field required. Master's degree preferred.
- 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
- 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
- Strong proficiency with Microsoft Office Suite
- Ability to develop and maintain positive relationships with community partners
- Ability to develop a positive, compassionate rapport with victims of elder abuse, neglect and exploitation; domestic violence; sexual assault or other violent trauma
- One to three years' experience in direct service and program management preferred.
- Experience in training, writing and public speaking also preferred.
- Experience working with older adults preferred.

Salary range: \$38,000 - \$41,000 per year

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

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203**

NO PHONE CALLS PLEASE