



## **POSITION ANNOUNCEMENT**

### **ABUSE IN LATER LIFE PREVENTION AND OUTREACH 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 Mother Cabrini Abuse in Later Life Primary Prevention, Outreach and Education Grant and 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.

#### **RESPONSIBILITIES**

- 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 continues to coordinate the Onondaga County Elder Identity Theft Coalition (OCEITC) 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 Committee; 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 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.
- Ensure a warm and welcoming environment to all visitors.
- 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, master's degree preferred.
- 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.
- 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.
- 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 of experience in direct service and community collaboration is preferred.
- Experience in training, writing, public speaking, and program/grant management is preferred.
- Experience working with older adults preferred.

**Salary range: \$37,000-\$41,000**

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  
E-mail: [jobs@verahouse.org](mailto:jobs@verahouse.org)  
NO PHONE CALLS PLEASE**