



POSITION ANNOUNCEMENT

Co-Director of Advocacy

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

The Co-Director of Advocacy services is responsible for oversight and program development of the advocacy program. This position provides direction, coordination, and consultation for case management and advocacy needs with the Advocacy department to:

- Strengthen supportive services provided by volunteers and interns
- Manage the volunteer, intern, and SANE program through training, follow up, and performance assessment
- Educate community and agency on the supports Vera House provides to individuals

RESPONSIBILITIES

- Provide oversight, program development and supervision, and leadership to advocacy program and staff to ensure that Agency services are maintained in accordance with the Agency's mission and goals
- 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
- Serve as a liaison and build positive working relationships with community members and partnering agencies
- Collaborate with members of the Advocacy Leadership Team to bring the necessary resources and training for staff development including training on support line and support web chat, Family Offense Petitions, and sexual assault call outs
- Oversee volunteer schedules, intern schedules and the SANE program
- Review referrals for assignment to case managers and or advocates
- Support staff as they provide crisis intervention, local service delivery systems advocacy, and short-term counseling and support to individuals and families experiencing domestic violence, sexual assault and other violent trauma, as well as emotional support, face-to-face and telephone crisis intervention, advocacy and information/referrals at the request of victims or referral sources
- Respond to various 24-hour crisis line and on-call shifts for sexual assault callouts in Onondaga County
- Create and develop policies and procedures for the division of advocacy including the development and implementation of divisional strategic plan in conjunction with Co-Director
- Supervises Volunteer Coordinator and SANE - providing goal setting, guidance, and feedback on productivity
- Complete grant writing and grant reports in timely manner



- Ensure that services are maintained in accordance with the Agency's mission and goals
- Promote agency's core values by promoting anti-racism and anti-oppression efforts including responses externally

QUALIFICATIONS

- Bachelor's degree in a related field with two-five years of supervisory experience; Master's degree in Social Work or related field preferred
- Thorough knowledge of domestic and sexual violence including elder abuse
- Ability to work effectively in a crisis orientated setting with diverse individuals
- Strong leadership skills
- Strong planning, organizational, time management and analytical skills
- Strong interpersonal, oral, and written communication skills
- Excellent speaking skills
- Strong proficiency with Microsoft Office Suite
- Knowledge of community-based service delivery systems, in particular thorough knowledge of the criminal and civil justice systems
- Prompt response to crisis as well as thorough and consistent follow up with victims/clients and delivery systems
- Ability to work with as well as maintain a positive relationship with community partners
- Ability to provide trauma informed services and strong knowledge of crisis intervention techniques
- Ability to work in partnership with diverse individuals
- Ability to solve complex problems and demonstrate critical thinking
- Ability to work independently but work effectively with team members within division, across the agency and externally
- Ability to adapt to demanding situations and work well under pressure
- Strong training and facilitation skills
- 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

EXPERIENCE

- Two-five years of supervisory experience

SALARY RANGE

- \$55,000 to \$60,000 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