



## **POSITION ANNOUNCEMENT**

### **ENHANCED MULTI-DISCIPLINARY TEAM COORDINATOR**

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

The Enhanced Multi-Disciplinary Team Coordinator will assist the program coordinator in all the day to day activities for the Enhanced Multi-Disciplinary Team at Vera House, Inc., which includes overseeing the Central New York Enhanced Multi -Disciplinary Team Hub. This position will be responsible for the coordination of a minimum of 3-4 counties. 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 3-4 counties
- Plan and coordinate 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 Enhanced Multi-Disciplinary Team Program 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
- Ensure a warm and welcoming environment to all visitors

**QUALIFICATIONS:**

- 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 domestic violence, sexual assault or other violent trauma
- Experience working with older adults preferred
- Experience in training, writing and public speaking also preferred
- One to three years' experience in direct service and program management preferred
- 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

**Salary Range**

**\$37,500 - \$39,000 Annually**

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 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**