



## **POSITION ANNOUNCEMENT**

### **eCore Project Coordinator/Prevention Educator**

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 Expanding Community-Based Options to Respond to Elder Abuse (eCORE) Grant and will provide day to day activities of the Prevention Educator position, which includes providing prevention education and program planning for the Abuse in Later Life Program and some direct client service. Thorough knowledge of and adherence to all Vera House policies, procedures and safety protocols is required.

#### **RESPONSIBILITIES**

- Manage the federal grant that seeks to expand our direct services through the Expanding CORE (Community-Based Options to Respond to Elder Abuse) Program in three apartment buildings in Syracuse. New services offered will include weekly community building peacemaking circles among residents and service providers; resident education; and exploration of a range of interventions with residents including restorative justice options, civil legal assistance, and the use of an Abuse in Later Life Case Manager.
- Collaborate with the Center for Court Innovation, Christopher Community and Syracuse University College of Law to achieve grant deliverables. Collaborate with Syracuse University School of Social Work to complete evaluation work.
- Facilitate prevention education programs.
- Generate, schedule, and provide presentations on abuse in later life and domestic/dating violence, sexual assault/abuse including community and professional presentations
- Develop, update and revise the program curricula and materials, including program assessment tools, as necessary
- Collect, analyze and report program outputs and outcome data to funding sources
- Ensure the Agency's services are maintained in accordance with the Agency's mission and goals.
- Serve as a liaison and foster positive working relationships with community members and partnering agencies
- 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

- Participate in the Elder Justice Committee; coordinate Partner Meetings and; support and assist the Abuse in Later Life Program Director and Abuse in Later Life Prevention Coordinator 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, 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
- 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

## **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**

- \$37,000 - \$41,000 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](mailto:jobs@verahouse.org)  
NO PHONE CALLS PLEASE**