



POSITION ANNOUNCEMENT

FULL TIME CARE COORDINATOR

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

The Full-Time Care Coordinator position will handle the day-to-day activities of the Care Coordinator position at the Vera House shelters for victims of domestic violence and sexual assault. This is a full-time position with late afternoon, evening, overnight, weekend and holiday hours.

Responsibilities:

- Serve as a liaison and build positive working relationships with community members and partnering agencies
- 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 provide emotional support, face to face and telephone crisis intervention, advocacy and information/referrals at the request of the victims or referral sources
- Maintain client database consistent with Vera House practices
- Respond to the 24-hour crisis line
- Assist victims/clients in identifying, understanding and prioritizing problems and needs and, in obtaining information on available resources, as well as assist in seeking help from intervention systems, including criminal justice, legal, medical counseling and income programs at various community partner locations
- Adhere to all Vera House policies, procedures and safety protocols
- Provide emotional support for the short-term and immediate needs of shelter residents and their families
- Provide face-to-face and telephone crisis intervention at the request of victims or referral sources
- Ensure a safe, comfortable and welcoming environment to all shelter residents and visitors
- Ensure that all services are maintained in accordance with the Agency's mission and goals
- Manage difficult and/or emotional client situations and respond promptly to client needs
- Communicate need and concerns to the appropriate shelter staff and/or community partners regarding the goals and plans of the residents



- 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:

- Associates degree in human services preferred
- Thorough knowledge of domestic and sexual violence including elder abuse
- Ability to work effectively in a crisis orientated setting with diverse individuals
- Good interpersonal, oral communication and written skills
- Proficient with Microsoft Office Suite
- Ability to develop a positive, compassionate rapport with victims of domestic violence, sexual assault or other violent trauma
- 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 victims 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 multitask
- Ability to work independently
- Ability to adapt to demanding situations and work well under pressure
- Strong training and facilitation skills
- Appreciation and respect for other cultures and people of diverse backgrounds
- Experience working in a human services setting preferred
- Ability to work afternoon, evening, overnight, weekend and holiday hours

Hourly Pay - \$15.00 per hour

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer. This is a full-time position with late afternoon, evening, and overnight hours. Positions will be 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

NO PHONE CALLS PLEASE