



Rose Andom Center

One Place. Immeasurable Hope.

**Rose Andom Center
Job Announcement for Program Coordinator
March 5, 2019**

The Rose Andom Center, Colorado's first family justice center, improves the lives of domestic violence victims by facilitating better access to services and staff of community organizations and government agencies in a single, safe location. At the Rose Andom Center organizations and agencies work together under one roof to provide for the needs of individuals and families affected by domestic violence.

Status: Full Time-Exempt position

Hours: 8am to 5pm, Monday through Friday, with occasional evening or weekend hours

Reports to: Executive Director

Salary range: \$53,000 to \$58,000

Closing date: March 15, 2019

Job Summary: Under the supervision of the Executive Director, this position provides leadership, management and coordination of the program services within the Rose Andom Center. The Program Coordinator supervises the Intake Specialist staff and fosters robust coordination and collaboration with each of the partner agencies, instilling commitment to the delivery of high quality, best-practice services to victims of intimate partner violence and their children. This position will also work with the Volunteer Coordinator to supervise interns helping with the delivery of trauma-informed victim services.

Job Duties and Responsibilities:

- Supervision of Intake Specialists, Guest Navigator and other direct services staff that may be developed.
- Supervises victim service flow and manages day to day operations related to effective delivery of services.
- Manages day to day activities relating to service provider operational issues ensuring a smooth and cohesive work environment for Rose Andom Center and partner agency staff.
- Develop supportive relationships with Rose Andom Center partner agencies, improve opportunities for and provide leadership to nurturing and sustaining those relationships. Participate in and provide leadership to the Operations Team.
- Help identify and cultivate opportunities for expanded partnerships to better serve clients accessing the Rose Andom Center. Provides program development to identify and meet scope of victim needs.
- Provide training opportunities for staff and partners, including on-boarding and orientation for new staff, as well as on-going staff development and cross training among partner agencies.
- Facilitate meetings between partner agencies, staff and other community agencies to maintain a quality of excellence in victim service delivery.
- In coordination with the Executive Director, conduct on-going assessment of Rose Andom Center's service delivery system, make and implement recommendations for areas of improvement and programmatic expansion.
- Provide back up to Intake Staff as needed to ensure a smooth delivery of client services.

Administrative Duties:

- Develop and implement systems to ensure accurate tracking of victim services delivered within a multi-agency organization. Provide thorough and timely data collection for grants and other reporting requirements.
- Work with partners to gather accurate and timely data regarding program statistics and activities provided at the Rose Aodom Center.
- Help develop and implement evaluation methods to track outcome measures for the Rose Aodom Center services.
- Provide employee performance evaluations with relevant staff
- Assist with community outreach and public education as needed.

Job Qualifications, Knowledge, Skills, and Abilities:

- Minimum of Bachelor's Degree in human service related field, MSW preferred.
- Minimum of five years' supervisory experience in a human service-related setting, with skill in supportive staff supervision.
- Minimum of three years' experience working with domestic violence victims and/or demonstrated knowledge of domestic violence dynamics and crisis intervention.
- Knowledge of the criminal justice system as it relates to domestic violence intervention and related sexual assault.
- Familiarity with the Family Justice Center movement and model of service delivery.
- Excellent communication and interpersonal skills; demonstrated commitment to a collaborative work environment.
- Ability to prioritize and work independently, while providing leadership to a strong collaborative team with a culturally diverse team of staff, volunteers, partner agencies and clients.
- Multi-Task Abilities
 - ✓ Able to manage numerous tasks efficiently and responsibly.
 - ✓ Solid follow through on projects.
- Problem Solver
 - ✓ Ability to provide informed, diplomatic, and thoughtful solutions to daily problems.
 - ✓ Provide conflict resolution.
 - ✓ Maintain ethical communication.
- Successful completion of a criminal background check.

Please send resume and cover letter to MargaretAbrams@roseandomcenter.org

The Rose Aodom Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.