



Rose Andom Center  
*One Place. Immeasurable Hope.*

**Rose Andom Center  
Job Announcement  
Resource Advocacy Coordinator**

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.

**Job Title:** Resource Advocacy Coordinator

**Status:** Full Time-Exempt

**Salary Range:** \$45,000 - \$48,000

**Reports to:** Program Director

**Job Summary:**

The Resource Advocacy Coordinator will oversee and support our team of Resources Advocates and Resource Advocacy Interns. Our Resource Advocates work directly with victims and survivors of domestic and sexual violence, connecting them with a variety of resources they need from the moment of crisis through long-term stabilization. The Center serves approximately 1200-1500 clients per year.

A strong candidate for this position will have 2-3 years' experience supervising staff, volunteers, or interns and a familiarity with case management structures and goal setting for trauma survivors. This position will work closely with the Rose Andom Center's Program Director, Volunteer & Communications Coordinator, Children & Youth Services Coordinator, and Navigation Coordinator to ensure that the Rose Andom Center provides excellent, timely services to clients. An awareness of the complexity of domestic violence and related issues, the ability to maintain high levels of confidentiality and professionalism, strong interpersonal skills, and sound decision making skills are necessary to be a successful candidate for this position.

**Job Duties and Responsibilities:**

- Provide bi-weekly individual and group supervision and management of Resource Advocates and program interns.
- Facilitate regular case review meetings to ensure best practices and consistent service delivery across the resource advocacy team.
- Work daily with Resource Advocates to trouble shoot cases, prioritize caseloads, and think strategically and creatively about how to meet client needs.
- In collaboration with the Navigation Coordinator and Collaborative Domestic Violence Response Team (CDVRT) triage high risk cases among the resource advocacy team.
- Participate in various organizational wide meetings with community partners to ensure positive working relationships with the goal of providing the highest quality services for clients.
- Under the guidance of the Finance and Operations Director, manage the approval process for client resources that may include financial resources and applications through the Colorado

Office of Victim's Assistance and Crime Victim's Compensation. Manage acquiring these resources and distributing them to advocates and clients as appropriate.

- Work closely with the Navigation Coordinator to ensure a smooth service delivery from the first point of contact with a client through connection to their Resource Advocate and provide direct services as needed.
- Ensure that Resource Advocates' case notes are accurate and trauma-informed and updated in a timely manner.
- In collaboration with the Program Director and Volunteer & Communication Coordinator, identify continuing education and training needs for the Resource Advocacy Team.
- In collaboration with Volunteer & Communication Coordinator, interview and train incoming Resource Advocacy interns. Provide task supervision for interns and complete their end of semester evaluations.
- Other duties as assigned.

### **Job Qualifications, Knowledge, Skills, and Abilities:**

- 2-3 years experience supervising staff, volunteers, or interns.
- Minimum of bachelor's degree in human service-related field required; additional related education or experience that clearly demonstrates the ability to perform the essential functions of the position may be considered; **MSW preferred**.
- Prior experience or demonstrated knowledge of domestic violence dynamics, crisis intervention, trauma informed care, motivational interviewing, and case management.
- Knowledge of human service delivery systems and systems advocacy responsibilities; knowledge of the criminal justice system as it relates to domestic violence and related sexual assault.
- Familiarity with the family justice center model and commitment to collaboration.
- Highly organized with excellent communication and interpersonal skills. Ability to effectively communicate in written and oral communication.
- Experience leading meetings with diverse stakeholders.
- Ability to prioritize and work independently, while participating as a strong collaborative team member with a culturally diverse team of staff, volunteers, and clients.
- Highly adaptable leadership style with supportive, kind, direct feedback.
- Ability to make sound decisions, and flexible thinking that takes into consideration immediate needs as well as long-term impact.
- Comfort working in a variety of tech platforms like Microsoft Office 365, Microsoft Team, Zoom, Acuity (or other online scheduler), etc.
- Successful completion of a criminal background check.

Please send resume **and** cover letter to [jobs@roseandomcenter.org](mailto:jobs@roseandomcenter.org)

*The Rose Andom 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.*