

## **Anew: Building Beyond Violence and Abuse**

### **Job Posting**

<b>Title:</b> Safe From the Start (SFS) Project Coordinator	<b>Department:</b> Counseling Program
<b>Type:</b> Full -Time	<b>Reports To:</b> Counseling Program Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### **Job Summary:**

The Safe From the Start (SFS) Project Coordinator is a member of Anew: Building Beyond Violence and Abuse's (Anew) Counseling Program. The coordinator will individually assess and counsel children from birth through age 17 who have experienced or witnessed domestic violence to provide age-appropriate services. The coordinator provides domestic violence education, addresses emotional intelligence, and supports healthy family dynamics. Responsibilities focus on developing and implementing individualized treatment plans for each child on their caseload to ensure that established goals are adequately met. Collaboration with the parent/guardian and family counseling is provided as needed. The coordinator has the responsibility of overseeing the SFS Project at Anew and providing specialized services to children birth to age 5, and their families, who have been exposed to any type of violence/trauma. Responsibilities for the grant include assisting with grant writing and quarterly reports, corresponding with the funder, and with maintaining statistics in the SFS database.

Our ideal candidate is friendly, positive and a team player. This individual must be a master's level clinician and have clinical experience working with children. A good understanding of domestic violence dynamics is imperative to appropriately work with their caseload. The individual in this position must demonstrate knowledge about trauma-informed care and provide empathetic, and supportive services to families impacted by domestic violence. They must display flexibility and the ability to multi-task to manage the range of duties associated with this project. The preferred candidate is self-motivated, detail oriented and able to demonstrate computer skills and excellent verbal and written communication skills. The individual in this position will be required to take the initiative and work independently, yet communicate well, coordinate services and work as a team when needed. Schedule flexibility is important and strong time management and organizational skills are necessary. The candidate should also be able to think critically and creatively and be able to adapt clinical approaches to the needs of each individual client in the program.

#### **Duties and Responsibilities**

- Obtain ICDVP certification within one year of hire and maintain certification.
- Comply with the Counseling Program Manual.
- Screen potential families to evaluate for SFS program eligibility.
- Conduct client assessments to determine eligibility for services.
- Provide individual counseling to children, ages birth to 17 who have experienced or witnessed domestic violence. Caseload to be determined in conjunction with the Program Manager.
- Conduct parent/infant sessions.
- Provide family counseling in conjunction with the Adult Counselors as needed.
- Facilitate parent education classes and support groups as needed.
- Participate in consultations to collaborate with Adult Counselors, Counseling Case Manager, and other members of the counseling department to support a team approach.

- Provide advocacy for clients with schools, mental health providers, court, DCFS, etc. as needed.
- Assist with SFS project grant writing and complete quarterly reports.
- Assist with monitoring the SFS budget and ordering evaluation measures, therapeutic tools and supplies and program brochures.
- Maintain SFS project database and program statistics.
- Provide SFS outreach services and public speaking.
- Facilitate/attend coalition meetings and trainings.
- Meet with Counseling Program Manager for clinical case supervision.
- Maintain and submit all case related documentation per established deadlines.
- Complete and submit weekly employment related paperwork per established deadlines.
- Participate in and represent Anew at various networking committees as assigned.
- Participate in planning and implementing client activities.
- Attend all required Counseling program meetings.
- Attend Anew All-Staff meetings.
- Attend additional trainings and other DV related meetings as assigned by the program manager.
- Assist with training, community outreach, and special projects as assigned.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

### **Qualifications**

- Master's Degree in Counseling, Social Work, or related field.
- LSW or LPC preferred
- Completed 40-Hour Domestic Violence Training, preferred. Will be provided by Anew, if needed
- Proficiency in basic computer programs including Microsoft Word, Excel and Windows-based databases
- At least 1 year counseling experience with children preferred
- Knowledge of domestic violence dynamics, trauma informed care and the effects on children
- Knowledge of normal child development and psychopathology
- Familiarity with DSM-V
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail oriented with strong problem-solving skills.
- Strong organizational and time management skills.
- Ability to work well as a team member and effectively communicate with others.
- Ability to handle sensitive information in a confidential manner required.
- Ability to adhere to the Anew value statements
- Must be able to operate general office equipment.
- Must have reliable transportation, proof of insurance, and valid driver's license.
- Must be able to stand/walk for periods of time and lift up to 25 lbs.
- Flexibility in scheduling is a must. Some evenings and possible Saturday hours required.

### **Compensation and Benefits**

The compensation for this position is \$23/hour for 35 hours/week. This position is eligible for medical, dental, vision, short-term disability, long-term disability, flexible spending account and our 403(b)

Plan. In addition, this position is eligible to participate in our Aflac plans and receive paid time off (PTO) and 14 holidays per year.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew: Building Beyond Violence and Abuse is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.Anewdv.org](http://www.Anewdv.org)