

Jeanne Geiger

CRISIS CENTER

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| Job Title: Program Coordinator, Children’s Safety Project & Youth Empowerment Services (YES) | Salary Classification: |
| Reports To: Programs Manager | FLSA: |
| Supervises: Lead Clinician- Amesbury Office, Lead Clinician- Lawrence Office, Girls Inc. of the Seacoast Area Program Manager, Youth Specialist (YES) | |
| Location: Split time between Amesbury and Lawrence offices | Date: March 2018 |

Organization and Programs Description: The Jeanne Geiger Crisis Center, Inc. (JGCC) has provided free and confidential services to survivors of domestic violence since 1982. JGCC’s mission is to empower individuals and engage communities to end domestic violence. JGCC services are client centered, innovative, grounded in research and in line with best practices. Since inception, JGCC has thoughtfully built programming that responds to the needs of survivors and the evolving landscape of domestic violence. The Children’s Safety Project provides comprehensive trauma informed therapeutic services for survivors of domestic violence and their children. YES, including Girls Inc of the Seacoast Area, offers programs in the schools to promote positive gender norms, teach skills for healthy relationships, and counter social patterns of violence that begin early in life.

Summary: The Program Coordinator is responsible for supporting success, growth and innovation for two programs providing both clinical services and prevention services for youth: Children’s Safety Project and Youth Empowerment Services (Yes). Through strong supervision and leadership, the Program Coordinator helps to create a vision for these programs that is in line with agency mission, strategic plan, and current best practices in the fields of mental health, domestic violence, and prevention. The Program Coordinator executes the vision through staff supervision, program design and assistance with securing funding. The Program Coordinator will also provide direct services to a limited caseload of domestic violence survivors and/or children.

Primary Responsibilities:

- Ensuring clinical services are in-line with best practices
- Supporting and executing agency and team goals
- Provide individual and group clinical supervision to Children’s Safety Project staff
- Provide supervision and support to Girls Inc of the Seacoast Area Program Manager and Youth Specialist
- Promote the sustainable use of evidence based practices
- Develop and maintain relationships and collaborations with community members, local organizations, area schools, funders and other key partners

- Create and facilitate trainings on a variety of topics, including trauma, children, and relationship between domestic violence and mental health
- Maintain a small caseload of survivors of domestic violence and/or their children
- Attend and participate in regular on-call rotation for 24-hour hotline coverage
- Stay abreast of local and national issues in the domestic violence field
- Complete grant applications and reports
- Ensure compliance with agency and/or funder requirements and policies
- All other duties and projects assigned by Programs Manager.

Knowledge/Skills/Experience Required:

- 3-5 years of experience providing direct service to child victims of trauma and or sexual assault and their families
- Supervision experience
- Specialized training in evidence based trauma treatments, including Child Parent Psychotherapy and Trauma Focused Cognitive Behavioral Therapy
- Knowledge of and/or experience with domestic violence issues
- Excellent written, verbal communication and presentation/training skills
- Ability to communicate with various constituents.
- Commitment to continuous learning and improvement.
- Commitment to social justice.

Education Required:

Master's degree in Social Work, Counseling or related field required
 State licensure (LICSW, LMHC or other appropriate license)

Bilingual a plus, but not required

Mental Demands:

Reading Verbal Communication
 Detailed Work Written Communication
 Confidentiality Multiple Concurrent Tasks
 Problem Solving

Physical Demands:

Sitting Speaking
 Listening Heavy computer use

Special Work Conditions:

Occasional evening/weekend hours are required
 Occasional attendance at early morning/evening meetings and local travel are required

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E/O/E

Submit resume and salary requirements via email to Liz Morin at
Lmorin@jeannegeigercrisiscenter.org

Visit us online at www.jeannegeigercrisiscenter.org