



- Domestic Violence and Sexual Assault Services
- Strategies to End Gender-Based Violence
- Crime Victims Services

Posting Date: November 8, 2018
Position Title: **Coordinator of Intake & Support Services**
Classification: Non-Exempt Status
Reports to: Senior Director of Therapeutic and Support Services
Start Date: January 1, 2019

This is a full time, 35-hour per week position to create referrals and coordinate direct services to survivors and secondary survivors of domestic violence, sexual assault, and human trafficking. This position reports directly to the Senior Director of Therapeutic and Support Services.

Specific duties include, but are not limited to:

- Conduct intakes with adult and child survivors as well as secondary survivors of domestic violence, sexual assault, and human trafficking
- Assess and consult with Directors and program staff as needed to determine appropriate services
- Manage referrals to needed services and follow up on behalf of clients as needed
- Provide follow up and supportive counseling until clients are assigned to counselors within the agency.
- Escalate referrals when needed
- Collaborate with Special Victims and Child and Youth Services Staff to universalize intake and case assignment protocols
- Participate in clinical meetings and department meetings
- Maintain appropriate client records
- Represent agency and program at required meetings.
- Respond to hotline calls and assist in follow-up of hotline calls.
- Provide crisis intervention, phone and in person counseling; co-facilitate groups for pre-admitted clients
- Provide information/referrals as needed, including assisting with emergency shelter placement.
- Provide information about and assist clients in completing Office of Victims Services (OVS) applications
- Document and prepare all necessary statistical data and narrative reports monthly and quarterly as needed.
- Perform other duties as assigned by supervisor

Position Requirements:

- Master's degree in human service field (counseling, social work, mental health counseling, marriage and family therapy, psychology) preferred but not required; Bachelor's degree plus 1-2 years in a human services field required.
- Strong organizational and communication skills (both oral and written).
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Ability to work collaboratively in a multi-disciplinary environment.
- Flexible hours including some early mornings, evenings, and weekends.

- On-call status for response to staff/clients during non-business hours.
- Valid driver's license and reliable, insured transportation a must.

Salary: Low 40's

Benefits Include:

Employer contribution towards employee Health Insurance, 25 Paid Time Off Days (PTO) and 11 Holidays.

Center for Safety & Change is a not for profit, equal opportunity employer committed to a diverse, culturally sensitive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity and disability. All are encouraged to apply.

NO PHONE CALLS PLEASE. Applicants may **email, mail, or fax** resume with cover letter stating why you are interested in this position with salary requirements to:

Subject line must read: Coordinator of Intake & Support Services

Email: humanresources@centersc.org

Mail: Center for Safety & Change, 9 Johnsons Lane New City, NY 10956

Fax: (845) 634-3396