



Connecticut Coalition Against Domestic Violence

Employment Opportunity

Position Title: Program Coordinator for Cultural Diversity and Accessibility
Reports to: Director of Program Operations
Status: Full Time Employment/Salary

Job Summary

The Program Coordinator for Cultural Diversity and Accessibility is an advanced professional position responsible for the coordination, implementation and delivery of grant project activities and research-based intervention programs focused on outreach to underserved/underrepresented communities. This position works to identify and provide the various training and technical support needs of domestic violence agencies and community based organizations to underserved populations. This position may oversee CCADV activities related to contracts and/or initiatives determined annually by CCADV's Staff and Board of Directors. This grant project is funded for two years.

Specific Responsibilities

- Will develop new strategies for bringing new organizations and agencies into the STOP grant planning process to ensure that the needs of underserved populations are addressed. Will engage new organizations representing underserved populations in the planning, assessment and implementation of STOP Grant funded initiatives. In compliance with the federal program guidelines, new organizations will include community based organizations which represent "underserved populations" and have the ability to articulate the communities' needs as well as provide insight on challenges and approaches to providing culturally competent services.
- Will develop the capacity of community based organizations representing underserved populations to provide outreach and intervention initiatives for victims of domestic violence.
- Shall provide support and assistance to domestic violence advocates in the full and skillful implementation of grant project activities, initiatives and research-based intervention programs. Will work with all advocates identifying best practices for working with community based agencies, state agencies including law enforcement agencies; a focus will be placed on outreach to Spanish speaking communities, building cooperative agreements/practices. A focus area will include enhancing the capacity of all advocate groups ability to interface and respond to the underserved/underrepresented communities meeting the Department of Justice requirements.

- Will provide on-site staff development to ensure domestic violence advocates are knowledgeable about program components and understand the instructional design of how the program meets the standards. Will provide on-site staff support with advocates; arranges for regular on-site visits at all program locations to provide ongoing technical assistance and support to supervisors; ensures the implementation of both policy and practices.
- Will research and identify on-going cultural and linguistic competency training and resource needs of the advocates within the member programs; will identify training and resource needs for all advocates in regard to underserved populations; coordinate professional development opportunities for domestic violence advocates and culturally specific community based organizations; will conduct national and state research for comparable models for program implementation and development in Connecticut.
- Shall conduct demonstration lessons and can train to an advanced level of delivery, and can articulate the rationale for using program materials as designed. Will design, plan and implement training related to cultural competency as part of the CCADV Training Institute; will design, plan and implement training for advocates, community based agencies and state agencies including law enforcement.
- Shall ensure service delivery within the member programs is reflective of the diverse populations that they serve and are expected to serve.
- Is responsible for compiling and distributing information notices to member agencies as needed in coordination with the Director of Training and Public Affairs. Assist in the compilation of information and materials for the member agencies, public website, etc.
- Will initiate and maintain effective working relationships with appropriate funders, governmental and non governmental agencies, project evaluators, and relevant court personnel at the local level; will work with project partners and build collaborative relationships identifying ways to ensure sustainability.
- Will work on special projects as needed, such as conferences, and awareness and outreach campaigns.
- Will be responsible for coordinating conferences, travel and meetings pertaining to cultural competency.
- Shall complete all monthly and quarterly narrative and statistical reports as required.
- Will maintain central office files of meeting agendas, minutes, correspondence and plans; manage a viable system to ensure agenda and minutes are developed and disseminated in a timely manner to CCADV member programs and to other parties in accordance with CCADV's plans.
- Will work collaboratively with other CCADV staff and actively participate in the daily operations of CCADV. Build effective, cooperative, positive relationships with co-workers. Work collaboratively with member programs and builds strong, positive relationships.
- Will take initiative and/or independent action to ensure work responsibilities are carried out fully and completely. Adapts to changing job priorities in CCADV's needs. Remains open to new ideas and developing new skills as needed.

- Will demonstrate supportive behaviors and accepts personal accountability toward CCADV's objectives and policies. Supportive of CCADV's management and its Board of Directors.
- Shall generate innovative solutions by drawing upon diverse sources (individuals, disciplines, bodies of knowledge) for ideas and inspiration.
- Will think expansively by combining ideas in a unique way or making connections between disparate ideas and explores different views from multiple perspectives. Obtains information and identifies key issues and relationship relevant to long-range strategic planning for prevention of domestic violence.
- Will make referrals to appropriate CCADV staff or other resources in order that requests from special initiatives for technical assistance and/or training are appropriately and adequately met.
- Will travel as required.

Qualifications:

- Must have a minimum of a bachelor's degree or relevant experience with cultural competency, especially as it relates to victims of domestic violence.
- Must have demonstrated experience and expertise in planning and program development.
- Must have expertise in collaboration with diverse groups and individuals.
- Must have strong organizational, communication, public speaking and writing skills.
- Must be successful as a team player yet adept at self-direction.
- Must have reliable transportation.
- Must have experience in the use of word processing, database and spreadsheet software (Microsoft Word, Excel).
- Demonstrated understanding of and commitment to CCADV's mission, as well as, understanding of issues related to domestic violence.

Applicants with English and Spanish language experience are encouraged to apply. To apply, send resume and cover letter by March 5, 2012 to business@ctcadv.org. No phone inquiries.