

Hilda Rosario Escher
President &
Chief Executive Officer

January 4, 2012

JOB ANNOUNCEMENT

POSITION: Coordinator for the Latina Violence Intervention Program (L-VIP)

SALARY: Full Time \$35,000 - \$40,000

SPECIFIC REQUIREMENTS:

EDUCATION: Minimum BSW, MSW or Masters in Counseling preferred

EXPERIENCE: A minimum of three to five years supervisory experience and successful experience working with Latina youth.

AUTHORITY: The L-VIP Coordinator will exercise considerable autonomy, initiative and makes decisions regarding completion of tasks and monitoring activities. Must be able to use sound judgment in reaching those decisions and use established policies and procedures in the day-to-day direct service tasks.

MENTAL DEMANDS: Must have good physical and mental health, ability to deal with a variety of emotions and frustrations in the workplace, communicate with a variety of people, work independently and maintain strict confidences. Must be attentive, listen to people, perceive the real problems and bring the issues to a successful conclusion. Must be able to resolve problems, handle conflicts, be adaptable and flexible and make effective decisions under pressure.

SKILLS: Must have strong leadership, management, communication and organizational skills, **proficiency in spoken and written English and Spanish.** The ability to integrate diversified functions, including direct service and administrative functions. Understanding, influencing and serving others are important attributes in this position. The ability to develop and motivate people, create a positive work environment and display a high degree of professionalism while keeping difficult situations in proper perspective.

OTHER: Must possess a current New York State driver's license, satisfactory driving record and access to own transportation.

A combination of education, experience and training other than the above may be approved by the President and CEO.

SPECIFIC RESPONSIBILITIES:

Provides initial Latina client intake, screening & short-term crisis counseling as necessary, followed by referring clients for direct services to ABW and RCS partners; Coordinates client services, and advocates across systems, client follow ups and exits; Works with Partner Advisory Council (PAC), L-VIP Community Task Force and community partner agencies in provision of intervention to Latinas; Coordinates and attends L-VIP cross trainings by all partners in support of direct services; Coordinates Latina/o Needs Assessment to collect violence data/refine problem & direct services; Provides leadership, guidance and direction, to staff and volunteers; Assures compliance with program rules and regulations and performance standards; Attend and participate in agency meetings as required; Prepares program reports as required by funders/agency.

APPLICATION/RESUME TO:

Human Resource Office

IBERO-American Action League, Inc. 911 East Main Street, Rochester, New York 14605

Deadline for Applications/Resumes is January 27, 2012

