

TAPESTRY FAMILY SERVICES JOB DESCRIPTION

POSITION:	VICTIM SERVICE COORDINATOR - CHAT
GENERAL DESCRIPTION:	Under the direction of the Project Director, the Victim Service Coordinator is responsible for intakes and gathering of information necessary to determine eligibility and identification of Victim of Crime status, in addition to assessing other funding sources. The Victim Service Coordinator will serve as linkage between TFS CHAT program and community resources for the purpose of accessing services for non-offending parents and/or caregivers, provision of outreach for dissemination of awareness of CHAT services, delivery of education and collaboration with community partners. The VSC will be main contact for local Victim Witness Assistance Center and for providing information on crime compensation services and/or referral.
ESSENTIAL FUNCTIONS:	Work with Administrative Specialist and Project Director to identify appropriate CHAT referrals. Coordinate services with Victim Witness. Work with families/children through referral, assessment/intake and treatment process, providing resource information, support and linkage services. Supervise CHAT volunteers, including personnel, scheduling, recruiting and development. Participate in mandatory and requested meetings. Provide documentation of time spent within the program in a timely manner. Provide additional tasks as needed.
REPORTS TO:	CHAT Project Director
SUPERVISES:	CHAT Volunteers
PROFESSIONAL QUALIFICATIONS:	A Bachelor's Degree from an accredited college or university in a related field. A minimum of three years of experience in the field of child/ family services or victim services. Knowledge of the functions, principles and operations of public social service programs, including Victim Services. Bilingual in Spanish/English. Experience in planning, organization, research, analysis and monitoring or services or programs. Professional and engaging capacity with developing and sustaining collaborative relationships with community partners, clients and families. Experience supervising staff. Good public relation skills; the ability to be clear and concise, friendly,

patient and accommodating in dealing with the public.

Strong computer, and typing skills.

Clear DMV record and Background Clearances.

Current CPR certification.

Reliability.

Ability to develop relationships with awareness of confidentiality

Be sensitive to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.

**SUPERVISOR
REQUIREMENTS:**

Maintain working file for each employee that you supervise.

Complete initial training requirements. (BBS or alternative)

Conduct job performance reviews following guidelines.

Conduct weekly supervision meetings with supervisees following guidelines from the Responsibilities core training.

Address personnel issues in a timely manner and in consultation with Executive Director, Clinical Director and/or Human Resources.

Attend/Complete a minimum of 6 professional development training units/hours annually.

Signature

Date