

POSITION DESCRIPTION

Position Title: Program Coordinator – Survivors of Gun Violence

Department: Independent Living

BASIC FUNCTION:

The Program Coordinator – Survivors of Gun Violence is primarily responsible for implementing independent living services for people who are disabled through gun violence. The Coordinator will connect consumers to independent living services such as housing, personal assistants, assistive devices and technology. The Coordinator will provide some services themselves and in other cases, they may connect consumers to other Access Living programs and/or outside resources. The Coordinator will also help train and guide the Peer Support Coordinator. For this role, it is imperative to build relationships with service providers, community organizations, rehab hospitals, city officials, and more to better serve the directly impacted individuals.

SPECIFIC DUTIES:

- Conduct outreach and engagement activities following Access Living's protocols to facilitate linkage to the Gun Violence program. Outreach and Engagement consists of phone calls, mail or email information, and field visits.
- Serve as the day-to-day contact for hospital/community organizations/ city officials and network providers to address questions about the status of referrals or cases assigned to Access Living.
- Gain a deep understanding of independent living services available within and outside of Access Living to support appropriate provision of service.
- Work directly with consumers who have become disabled through gun violence to address their independent living goals.
- Connect consumers to Peer Support Coordinator.
- Complete all client file documentation in the required electronic system within the timeframes established.
- Attend meetings internally/ externally as assigned.
- Attend training as assigned.
- Conduct public presentations on issues facing people who become disabled through gun violence as requested.
- Escalate issues appropriately to the Senior Manager and provide input into continuous quality improvement efforts
- Perform all other duties as assigned.
- Other duties as assigned.

EDUCATION AND SKILLS:

The ideal candidate will have a BA in a human services field or equivalent experience; significant program coordination experience including accomplishing and documenting goals and outcomes.

Access Living is looking for an enthusiastic, energetic self-starter with a passion for supporting survivors of gun violence.

Attention to detail to monitor consumer independent living goal progress and complete tasks in line with required time frames established in connecting survivors to services.

Ability to engage staff/survivors in multiple formats, including text, email, telephone, and possibly in person.

Ability to work independently within a virtual operating environment and as part of a team.

Active listening skills and genuine compassion for others.

Demonstrates cultural competency and ability to work with diverse groups of community clients.

Ensure consumer confidentiality.

EXPERIENCE:

Lived experience as a disabled person of color who is a gun violence survivor highly preferred. Experience working with communities of diverse backgrounds.

Trauma Informed.

Familiarity with project planning and working with a team.

PHYSICAL DEMANDS:

Ability to travel within state; will need to travel out of state on occasion.

EQUIPMENT OPERATED:

Computers, copier, scanner

WORKING ENVIRONMENT:

Access Living operates under a hybrid office plan. Staff members are required to come into the office two days out of every week and may work remotely on the other three if they choose. Access Living is closed on Friday's - everyone works remotely on this day.

Access Living's office environment is one of shared workspace with individual cubicles. Masks are optional.

PROFESSIONAL AFFILIATIONS:

Associations to which incumbent may be required to belong: None

NO. OF EMPLOYEES DIRECTLY SUPERVISED:

None, but may supervise fellows/interns

STARTING SALARY RANGE: Between \$50,000 to \$53,000

IF INTERESTED, CONTACT: Katie Blank at Kblank@accessliving.org and Candace Coleman at ccoleman@accessliving.org

SUPERVISED BY: Katie Blank