

eliminating racism empowering women

ywca

Central Massachusetts

Position:	Community Based Services Advocate/Data Coordinator
Hours:	35 hours per week
Accountability:	BWR Program Director
Location:	Leominster
CORI Required:	Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Full time position to provide services to victims of domestic violence; responsible for providing crisis intervention, individual and group advocacy for victims and identifying high risk clients; Flexible hours required with a valid driver's license. Responsible for data outcome collection for programs.

Responsibilities:

- 1. Provide crisis intervention services, individual and group advocacy to victims of domestic violence in the community and/or agency**
- 2. Enter and maintain data outcomes for various funders**
- 3. Pick up and distribute agency mail as needed**
- 4. Input and maintain information in agency database**
- 5. Assist in maintaining agency filing system**
- 6. Assessment of clients for high risk; shelter and related services**
- 7. Maintain principles of confidentiality**
- 8. Provide On-Call consultation to police departments as needed for the High Risk Response Team**
- 9. Provide outreach services to clients referred from SAFEPLAN Advocates**
- 10. Provide and answer hotline calls as needed and assist local police departments**
- 11. Participate in the local CCRN**
- 12. Maintain written documentation for client records per policy**
- 13. Collect and maintain required monthly statistics**
- 14. Attend agency meetings and in-service trainings, as required**
- 15. Attend required Community Based Services supervision**
- 16. Participate in agency trainings, meetings, and community education presentations**
- 17. Be an active participant in Prevention team meetings**
- 18. Develop and maintain community resource contacts**
- 19. Adhere to all YWCA/Battered Women's Resources/Daybreak Policies and Procedures**

20. Other tasks as assigned by the Director of Battered Women's Resources/Daybreak

Qualifications:

- Bachelor's Degree in related field such as Human Services, Counseling, Social Services
 - Knowledge of domestic violence and/or family violence and related issues such as substance abuse and mental health.
 - Knowledge of crisis intervention, individual and group counseling.
 - Experience working with diverse populations.
 - Excellent computer skills.
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How to apply:

If you are interested in applying for any of the above positions please send resume to:

Email: HR@ywcaworcester.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.