**Position:** Member Services and Wellness Coordinator

**Supervisor:** Director of Grants and Programs

# Organization Overview

The DC Coalition Against Domestic Violence (DCCADV, The Coalition) is a 501(c)(3) organization dedicated to creating a community where domestic violence is replaced with human dignity. DCCADV is the federally recognized domestic violence coalition in the District of Columbia and serves as a resource for the thousands of adults and children experiencing domestic violence each year, as well as the local organizations that serve them. Our fundamental goals are to provide leadership and support, build awareness, and enhance the systemic response to survivors of domestic violence

# Position Summary

Under the direction of the Director of Grants and Programs, the Member Services and Wellness Coordinator will work in the intersections of domestic violence services, health and mental health care, and organizational wellbeing to assist programs and survivors navigate the ongoing effects of the pandemic The Coordinator will connect with DCCADV’s member programs and local health care providers to increase survivors’ access to services, ensure health care providers are screening for domestic violence. The person in this role will also provide leadership, training, and technical assistance to DCCADV’s member programs as they navigate the secondary trauma and burnout of advocates across the field.

# Roles and Responsibilities

Specific position responsibilities include but are not limited to:

* Coordinate with the local stakeholders to help health care systems be responsive to the unique safety needs of survivors of domestic violence, dating violence, sexual assault, and stalking.
* Provide leadership and guidance to health care professionals and facilities on collaboration with domestic violence services in Washington, DC.
* Assist providers to develop and implement plans to ensure survivors of domestic violence, dating violence, sexual assault, and stalking have access to health care services that prioritizing safety, confidentiality, and equitable access to care.
* Assist in the creation of appropriate training and documentation tools.
* Provide training on domestic violence and trauma informed care and technical assistance on survivor centered practices that maximize client choice while maintaining safety and confidentiality.
* Provide trainings for leadership at DCCADV member programs on topics including trauma informed supervision, supporting the wellbeing and mental health of advocates, and impacts and resiliency amidst organizational trauma.
* Provide technical assistance on federal and local laws, best practices when supporting survivors of domestic violence, and how policies can help protect survivors in health care settings.
* Oversee the development of an online training curriculum that educates community members on local resources available for survivors of domestic violence in Washington, DC and how DC residents can help survivors connect to services.
* Complete documentation and data entry for grant compliance and reporting requirements.
* Complete grant reports as required by grant source.

# Related skills and experience

* Demonstrated knowledge of the dynamics of domestic violence prevalence, and community impact
* Demonstrated agreement and comfort with addressing the Coalition’s collective work through a racial and social justice lens—DCCADV recognizes that to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities
* Commitment to the eradication of gender-based violence
* Previous experience working for a DC-based domestic violence service provider preferred or 6 years of experience working with survivors of domestic violence, sexual violence and/or stalking
* Knowledge and experience in trauma informed care
* Knowledge and experience in collaborating with health care systems
* Proficient use of Windows operating system and programs
* Excellent communication, writing, and public speaking skills
* Strong critical thinking and analytical skills
* Ability to work autonomously and as a team member
* Candidate must be organized and able to handle multiple projects and deadlines

# Additional Information

* Due to the current global pandemic, this position is currently a telework role. When more mobility and interaction is safe for everyone, the person filling this role must be willing to work in our offices and be able to travel in and around DC, Maryland, and Northern Virginia for work purposes.
* Occasional evening and weekend hours may be required.
* Salary range for this position: $59,000 to $75,000, commensurate with experience.

**To apply send your resume and cover letter to** [**lodongo@dccadv.org**](mailto:lodongo@dccadv.org) **with Member Services and Wellness Coordinator in the Subject Line.**