



POSITION: Mobile Program Coordinator

STATUS: **Full Time** **Part Time** **Exempt** **Non-Exempt**

Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Mobile Program Coordinator helps uphold our values of Collaboration, Excellence, and Impact by developing protocols, engaging resources, and collaborating with local partners to provide services for child victims and witnesses in remote and rural communities of Southern Arizona.

FUNCTION: Reporting to the Program Director, The Mobile Program Coordinator is responsible for leading implementation of the Mobile Advocacy Center. Duties include data management as well as building relationships with community stakeholders such as MDT partners, new partners, and referral sources providing services for child victims and witnesses to abuse, neglect, sexual assault, and sex trafficking. The Mobile Program Coordinator will also work to permanently integrate recommendations from partners into Protocols for each community. The ultimate goal of the program is to build capacity within each community to provide services for victims and witnesses, meaning the Mobile Program Coordinator will also identify and share training opportunities and funding resources.

PRIMARY DUTIES AND RESPONSIBILITIES:

Logistics:

- Monitor necessary maintenance for the Mobile Advocacy Center van
- Maintain the equipment and supplies that are transported to serve identified communities
- Keep the Mobile Advocacy Center van clean and ready to go at all times
- Schedule time for the Prevention Department to take the van out in the community

Partnerships:

- Engage partners in identified communities to build high quality, trauma-informed, culturally competent services in tribal, rural, and underserved areas
- Represent the Children's Advocacy Center (CAC) in each community, especially on Sexual Assault Response Teams (SART) and Multidisciplinary Teams (MDT)
- Develop and disseminate information to law enforcement, child welfare, prosecutors, and social service providers regarding available services for victims
- Recruit medical providers to receive training and provide care for victims
- Connect existing community resources with new initiatives of the CAC

Access:

- Develop protocols for the transportation of victims from tribal, rural, and underserved areas to existing high quality services
- Identify gaps in services in each identified community; engage high quality providers to develop streamlined referral systems for victims
- Gather and report data on service delivery and other outputs; gather and report data regarding community awareness of available services for victims
- Assist with community outreach to inform the community and potential new partners of service availability

Responsiveness:

- Recruit diverse stakeholders and ensure inclusion of people of color as participants in SART and MDT meetings in each identified community
- Review national best practices for proposed changes and improvements; select and implement as possible.
- Incorporate feedback from clients and the VOICES Survivor Council in service delivery models to ensure services are responsive to changing needs in the community
- Develop written protocols for investigation and services for each community

Capacity Building:

- Build community capacity by connecting key players with existing training resources
- Maintain connections between partners in identified communities and experts from the CAC to help them adopt evidence-based practices
- Analyze training topics and ensure inclusion of all relevant and applicable topics
- Collaborate with experts at the CAC to develop training for each identified community for key players who can play a significant role in providing victim services

QUALIFICATIONS:

- Must possess a valid Arizona Driver's License and have a clean driving record
- Bachelor's degree and/or equivalent prior experience
- Excellent organization skills with demonstrated ability to work independently
- Experience with survivors of trauma required
- Experience working with Windows based software packages, including Excel and Word
- Must be able to pass a fingerprint and criminal background check

SPECIAL ABILITIES AND KNOWLEDGE:

- Ability to engage a broad audience
- Strong partnership-building and program planning skills
- Ability to recruit and retain participants and volunteers
- Excellent communication and public speaking skills
- Positive attitude, flexibility, and teamwork

Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.