

A WOMAN'S PLACE (AWP) POSITION DESCRIPTION

Title: Coordinated Entry Specialist
Employment Status: Full-Time

Department: Housing Services
Status: Non-Exempt

Purpose of Position: Provide trauma-informed and survivor-centered services including intake, assessment, safety planning, and case management for domestic violence survivors experiencing a housing crisis. The Coordinated Entry Specialist will also collaborate with the local homeless hotline to ensure continuity of services.

Reporting Relationships: Reports to Rehousing Manager.

Other Relationships: Community and county housing agencies, staff, volunteers, and community resources.

Essential Functions/Responsibilities:

1. Complete intake paperwork with survivors of domestic violence who are experiencing a housing crisis.
2. Offer support to survivors in accordance with the organization's Values, Vision, and Mission statements.
3. Provide services and advocacy that improve immediate safety and housing stability, including safety planning, lethality risk assessment, financial assistance through supportive services, and linkages to other social services supports.
4. When no safe house beds are available, provide information on maintaining safety and connect callers with additional safe housing services.
5. With appropriate consent forms, collaborate and coordinate with local housing providers allowing for more comprehensive and trauma-informed services for survivors experiencing a housing crisis.
6. Provide training for housing provider staff and AWP staff as needed.
7. Maintain a comprehensive directory of local resources relevant to improving client self-sufficiency.
8. Track referrals and enter data daily to maintain accurate statistical databases.

Criteria/Requirements:

1. Commitment to AWP's Values, Mission, and Vision statements.
2. Adherence to the Personnel Policies of AWP
3. Successful completion of the Domestic Violence Direct Service Training course and continuing educational requirements.
4. Honesty and trustworthiness in all relationships.
5. Excellent and effective written and oral communication skills.
6. Ability to work independently as well as in a team setting.
7. Emotionally resilient and able to withstand pressure on an on-going basis.
8. Adapt readily to changing work environments, work priorities, and organizational needs.
9. Reliable Transportation

Experience/Education:

- Bachelor's Degree in a related field and/or
- 2 years of related work experience

License/Certifications:

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment
2. Occasional travel
3. Exposure to cleaning supplies, office chemicals, and insecticides

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision-making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

INCLUSION STATEMENT

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, etc. Services, programs, and resources provided by AWP are available to people of any background and identity. AWP recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, AWP is committed to:

- Fostering societal change as a primary means of ending domestic violence
- Providing trauma informed, survivor-centered advocacy
- Rejecting attitudes, social norms and policies that reinforce oppression, powerlessness, and victimization