

EASTLAND COUNTY CRISIS CENTER INC. DBA CRIME VICTIM ASSISTANCE CENTER

Job Description Form

Job Title	Client Service Coordinator
Reports to	Executive Director Revised: September 29, 2021
Division/Department	ECCC
Location	Eastland

Level/Grade	Type of position:	Hours: 40 / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

- ◆ Position primarily works in the Crime Victims Assistance Center, with approximately 60% time on domestic violence services and 40% time on sexual assault services
- ◆ Organization and maintenance of the agency's client database(s) and corresponding client files
- ◆ Order and maintain office supplies for agency as needed
- ◆ Complete and submit grant required statistical reports in a timely manner
- ◆ Provide support to agency's advocacy, community outreach, and education programs as needed
- ◆ Assist in the provision of direct and follow up services to clients in dealing with family violence, sexual assault and child abuse
- ◆ Answering Hotline during business hours
- ◆ Attend training to meet education requirements of the agency
- ◆ Completing work within ethical standards, professional guidelines, and agency policies, including confidentiality and a victim-centered approach to service delivery
- ◆ Complete any additional duties as assigned by Program Director or Executive Director

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Desire to work provide direct advocacy service to victims
- ◆ Prefer work or volunteer experience in human services or related field
- ◆ Prefer bilingual Spanish/English abilities
- ◆ Proficiency in Microsoft Office

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of a high school diploma or GED

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	09/29/2021
DATE HIRED	