

# Jeanne Geiger

## CRISIS CENTER

Job Title: Program Coordinator, Children's Safety Project	Salary Classification:
Reports To: Programs Manager	FLSA:
Supervises: Lead Clinician- Amesbury Office, Lead Clinician- Lawrence Office	
Location: Split time between Amesbury and Lawrence offices	Date: March 2018

**Organization and Programs Description:** The Jeanne Geiger Crisis Center, Inc. (JGCC) has provided free and confidential services to survivors of domestic violence since 1982. JGCC's mission is to empower individuals and engage communities to end domestic violence. JGCC services are client centered, innovative, grounded in research and in line with best practices. Since inception, JGCC has thoughtfully built programming that responds to the needs of survivors and the evolving landscape of domestic violence. The Children's Safety Project provides comprehensive trauma-informed therapeutic services for survivors of domestic violence and their children.

**Summary:** The Program Coordinator is responsible for supporting success, growth and innovation for our children's clinical services. Through strong supervision and leadership, the Program Coordinator helps to create a vision for this program that is in line with the agency mission, strategic plan, and current best practices in the fields of mental health and domestic violence. The Program Coordinator executes the vision through staff supervision, program design and assistance with securing funding. The Program Coordinator will also provide direct services to a limited caseload of domestic violence survivors and/or children.

### Primary Responsibilities:

- Ensuring clinical services are in-line with best practices
- Supporting and executing agency and team goals
- Provide individual and group clinical supervision to Children's Safety Project staff
- Promote the sustainable use of evidence-based practices
- Develop and maintain relationships and collaborations with community members, local organizations, funders and other key partners
- Create and facilitate trainings on a variety of topics, including trauma, children, and relationship between domestic violence and mental health
- Maintain a small caseload of survivors of domestic violence and/or their children
- Attend and participate in regular on-call rotation for 24-hour hotline coverage
- Complete grant applications and reports
- Ensure compliance with agency and/or funder requirements and policies
- All other duties and projects assigned by the Programs Manager.

**Knowledge/Skills/Experience Required:**

- 3-5 years of experience providing direct service to child victims of trauma and or sexual assault and their families
- Supervision experience
- Specialized training in evidence-based trauma treatments, including Child Parent Psychotherapy and Trauma-Focused Cognitive Behavioral Therapy
- Knowledge of and/or experience with domestic violence issues
- Excellent written, verbal communication and presentation/training skills
- Ability to communicate with various constituents.
- Commitment to continuous learning and improvement.
- Commitment to social justice.

**Education Required:**

Master's degree in Social Work, Counseling or related field required  
State licensure (LICSW, LMHC or other appropriate license)

**Bilingual a plus, but not required****Mental Demands:**

Reading                      Verbal Communication  
Detailed Work              Written Communication  
Confidentiality Multiple Concurrent Tasks  
Problem Solving

**Physical Demands:**

Sitting              Speaking  
Listening              Heavy computer use

**Special Work Conditions:**

Occasional evening/weekend hours are required  
Occasional attendance at early morning/evening meetings and local travel are required

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Submit resume and salary requirements via email to Liz Morin at  
Lmorin@jeannegeigercrisiscenter.org

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