

KENOSHA HUMAN DEVELOPMENT SERVICES, INC.

3536 52nd Street
Kenosha, WI 53144



Division/Department:	Special Services		
Location:	Main Office		
Job Title:	Family Intervention Project VOCA Coordinator		
Reports To:	Special Services Director		
Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> LTE <input type="checkbox"/> Part-time <input type="checkbox"/> Intern		Schedule: 40 hours per week

POSITION SUMMARY

This position provides safety services and support to children and families experiencing domestic violence and coordinates information flow with DOJ/VOCA.

RESPONSIBILITIES

1. Family Intervention Project Worker
 - a. Processes referrals regarding family violence
 - b. Provides follow-up contact to victims and children including: safety planning, information and referral, crisis counseling, resources and referrals
 - c. Assists family members in completing crime victim compensation applications
 - d. Maintains records on FIP cases
 - e. Coordinates with Project Partners
 - f. Provides follow-up contact on Juvenile Crisis child welfare interventions
 - g. Attends morning debriefings
2. VOCA Communication
 - a. Provides community outreach including: presentations about VOCA services, distribution of Crime Victim Compensation materials, staffing of VOCA booths at community events
 - b. Attends multi-disciplinary meetings

PROFESSIONALISM

1. Conduct oneself in a professional manner.
 - a. Maintain the confidentiality and other rights of participants, families and staff. Follow HIPPA Guidelines for all verbal and written communication.
 - b. Problem-solve difficult situations in a timely manner.
 - c. Manage difficult or emotional patient situations by responding promptly to needs, requests for assistance and services.
 - d. Give, receive and act upon feedback from supervisors and co-workers in an appropriate manner.
 - e. Maintain professional boundaries with patients and co-workers at all times.
 - f. Understand cultural diversity and have respect for others' values and culture.
 - g. Attend training as requested by supervisors.
 - h. Other tasks as assigned by supervisors.

QUALIFICATIONS: Bachelor's Degree in a Human Services related field is required

1. Ability to effectively communicate, both written and verbally, in the English language.

2. Must have reliable transportation and valid driver's license with good driving record.
3. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage.
4. Ability to maintain records and document case notes daily.
5. Ability to give and accept feedback as a part of a team.
6. Ability to traverse within the workspace and community frequently.
7. Be willing to learn and work with the treatment philosophies.
8. Bilingual in Spanish a plus.

*If you are interested, please apply online at www.khds.org by **October 8th, 2021***

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

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