

PRUDENCE CRANDALL CENTER

Empowering Healing & Hope since 1973

Housing and Career Coordinator JOB DESCRIPTION

About Prudence Crandall Center:

- Established in 1973 in New Britain, we are the **oldest domestic violence program** in Connecticut and one of the oldest nationwide, our emergency shelter is the largest in the state.
- Today, we are **one of only a few agencies in the nation** offering the continuum of shelter, housing and support services needed to meet the complex needs of those who have experienced domestic violence, helping them move forward to safe, self-sufficient lives, free of violence.
- Our **40 staff members** experience a **work environment** that encourages healthy work/life balance, offers flexibility, and fosters team spirit, professional development, and creativity.
- Focused on our mission, we seek to **inspire others** who share the same passion for our cause. We are **committed to addressing and enhancing diversity, equity and inclusion** across our services, staff, and board. We are poised for continued success and excited about our future.
- **The impact we are having** in the lives of our clients and their children **is inspirational** and provides the motivation we need to continue our work to end domestic violence.

About this position:

The Housing and Career Coordinator works primarily with clients in our housing program to help survivors achieve and maintain lives free of domestic violence by providing care, advocacy, support, and education. In addition, the Housing and Career Coach supports clients toward their goal of obtaining living wage employment and ultimately, self-sufficiency.

Qualifications:

- Minimum of a bachelor's degree required
- Preference given to Bilingual candidates (Spanish & English)
- Two years' experience in a vocational counseling, job training, or job development setting
- Client advocacy and counseling and/or case management experience
- Self-motivated, creative, and detail-oriented
- Ability to meet deadlines
- Professional demeanor with strong interpersonal and communication skills
- Ability to work independently and as part of a team
- Ability to accept responsibility for actions and follow through with assignments
- Experience or interest in women's issues, domestic violence, and residential programs
- Willingness to fully support the mission of the organization is essential

Local travel necessary, reliable transportation required.

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Primary Responsibilities:

- Provide services that are client-centered, trauma-informed, and empowerment-based
- Ensure client confidentiality is followed per the organization's Confidentiality policy
- Ensure compliance with funding requirements, contracts and the organization's policies and procedures
- Work collaboratively with staff and other community stakeholders to address client needs
- Offer consultation, resources and expertise to PCC staff as needed
- Maintain a client caseload including:
 - Advocacy, support, counseling, crisis intervention, case management, and information/referrals
 - Developing individual safety plans and goals with clients
 - Assisting with protective and/or restraining orders and other court matters
 - Arranging for emergency medical services or law enforcement services, as needed
 - Providing and/or arranging transportation for clients
- Create a culture that values living wage employment and/or educational advancement:
 - Partner with clients to identify, reduce, and mitigate barriers to employment
 - Assess individual's education, work experience, skills, abilities, qualifications, and interests
 - Assist clients with career development and implementation of their plan
 - Refer and connect clients with available educational services and resources, job preparation/readiness services, job training services, and/or employment opportunities
 - Provide resume-writing and resume-building assistance
- Community Engagement:
 - Work closely with community partners and existing resources to assist clients on their path to self-sufficiency
 - Maintain collaborative relationships with educational and career training institutions
 - Maintain an awareness of local job market
 - Post available job opportunities via bulletin board
 - Conduct workshops or other training and outreach activities as needed

General and Related Responsibilities:

- Assist in additional agency operations as requested
- Actively participate in staff trainings and meetings
- Acquire and maintain certification as a Domestic Violence Counselor
- Represent PCC at community meetings as requested
- Attend CCADV meetings/trainings as required
- Assist in fundraising and community awareness activities and agency functions
- Record and compile statistics as required
- Perform related duties as required and/or deemed necessary

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This position is full-time and is non-exempt from the provisions of wage/hour laws. The position reports to the Director of Residential Services. Some evening and weekend hours may be required to meet the needs of the agency.

Please send a cover letter and resume to Sarah Barry at sbarry@prudencecrandall.org

Prudence Crandall Center, Inc. is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document or statement of the employer.