



## JOB DESCRIPTION

**Title:** Stabilization Aftercare Coordinator

**Type:** Full-time, hourly

**Compensations:** \$17.00/hour

**Send resume to:** HERshelterjob@gmail.com

**Department:** Programs

**Reports To:** Program Director

### I. BROAD FUNCTION

The Stabilization and Aftercare Coordinator has the primary responsibility for ensuring that survivors of Domestic Violence, Sexual Assault, Human Trafficking, Stalking and Homelessness are provided with ready access to an array of advocacy, mainstream resources and employment services that will offer long-term stabilization while in shelter and once the individual has transitioned from emergency shelter.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- 1) Provides client based program support to individuals and families in shelter and who have transitioned from emergency shelter.
- 2) Utilizes goal coaching and empowerment to motivate clients to self-sustain.
- 3) Outreaches and assesses victims of crimes for assistance with victim fund, mainstream benefits, work readiness, skills, strengths, aptitudes and any potential limitations/barriers to employment, education and long-term stability.
- 4) Assists participants to become sustainable and work-ready by identifying barriers and offering resources/solutions.
- 5) Provides workforce education.
- 6) Provides supportive services in a variety of settings with culturally diverse families and communities while remaining culturally sensitive and appropriate to their needs.
- 7) Engages clients to produce increased participation in community investment, classroom participation and workforce development programs.
- 8) Continues to strive to find and link clients with any and all resources in the area.
- 9) Works closely with shelter advocates to provide long-term support to clients exiting the shelter program to include but not limited to; budgeting, crisis intervention, individualized service plans, regular in-home meetings, community referrals, groups and events.
- 10) Fosters relationships within the community that can assist clients with finding employment as quickly as possible.
- 11) Acts as client advocate to mobilize resources and achieve expected goals/ outcomes of client, and program needs.
- 12) Builds strategic partnerships with outside resources to benefit client and program needs.

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.