



## **HEALTH AND DISABILITY PROJECT COORDINATOR Full Time – Exempt Position**

### **Job Description**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

### **Primary Job Duties Include:**

- Serve as the Project Coordinator of the OVW funded project on Training and Services to End Violence Against Women with Disabilities grant.
- Serve as the lead of the Collaboration on Strangulation and Traumatic Brain Injury Survivorship (COSTS) between ODVN, the Brain Injury Association of Ohio, and The Forensic Nursing Network
- Prepare required grant deliverables, including needs assessment data analysis and report
- Facilitate the development of the statewide, multi-year COSTS strategic plan to address brain injury caused by domestic and sexual violence
- Oversee the implementation of the strategic plan
- Plan and facilitate COSTS meetings as well as meetings with other stakeholders
- Write and submit required grant reports
- Coordinate and facilitate live training initiatives (in person and webinars) identified as a part of the strategic plan for multidisciplinary audiences

- Work collaboratively on the development and roll out of online trainings on disabilities and health, with a focus on substance use, mental health, and brain injury
- Provide technical assistance and consultation with local domestic violence service providers and allied professionals throughout Ohio. Technical assistance includes on-site support as well as telephone consultation, and research and provision of resource materials.
- Provide support to other ODVN health programs, including brain injury and substance use/mental health initiatives
- Assist with support to domestic violence programs on Covid testing, mitigation and prevention strategies
- Assist with support to domestic violence programs on implementing mobile health strategies in their local community.
- Cultivate relationships with disability and health agencies across the state
- Attend meetings of ODVN caucuses, task forces and/or committees as requested.
- Performs other duties as assigned by the Director of Health and Disability Programs
- This position will be supervised by the Director of Health and Disability Programs

**Preferred Qualifications or Key Competencies:**

- Two years' relevant experience in the field of domestic violence, sexual violence, human trafficking, child welfare, child/youth trauma, community collaboration, anti-oppression or social justice work, legal services, or any combination thereof
- A Bachelor's Degree is preferred and/or at least 3 years of experience in a domestic violence program
- Demonstrated strong writing skills
- Demonstrated commitment to survivor-centered advocacy and social justice
- Proficiency in Excel, Word preferred.
- Experience in developing and facilitating trainings
- Demonstrated strong relationship building and interpersonal skills
- Demonstrated skills in facilitating meetings and working with organizations collaborating on a project
- Demonstrated strong organizational skills
- Demonstrated ability to handle multiple tasks and work independently
- Valid driver's license, access to own transportation, and a willingness and ability to travel extensively across Ohio for trainings and meetings with occasional out-of-state trips.

**Compensation:** ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

Salary for this position will be in the \$40-42,000 range based on experience.

**Location:** Columbus, Ohio and statewide with potential for remote teleworking to be determined.

**Application Process:**

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

**To apply:** Please submit a resume with a cover letter or equivalent, to Rachel Ramirez at rachelr@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of April 18, 2022** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

*ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:*

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*

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