

Elder Victim Advocate Volunteer Coordinator



Company Overview:

LifeSpan is a leading social services organization serving Southwest Ohio. Established in 1945, LifeSpan provides services that address the emotional, physical and financial well-being of families and individuals through financial counseling, care management and support services for older and disabled adults, and school-based social work.

LifeSpan is seeking a **dynamic and motivated individual as the Elder Victim Advocate Volunteer Coordinator**. This role is responsible for the recruitment, coordination and training of volunteers and/or interns in the Elder Victim Advocacy and Guardianship Programs. Serve as Victim Advocate.

Position Description: (32 Hours per week)

1. Manage recruitment efforts of volunteers/interns.
 - a. Prepare and conduct new volunteer training sessions.
 - b. Ongoing training and support of volunteers, including trauma informed care.
 - c. Develop volunteer policies and procedures and update as necessary.
 - d. Maintain schedule and coordination of all volunteers, including 24-hour on call rotation.
 - e. Responsible for all aspects of volunteer processing including the completion of all volunteer forms, applications, background and reference checks. Maintain volunteer files.
 - f. Supervise and support all volunteers.
 - g. Plan, schedule and facilitate volunteer ongoing support, training and recognition
2. Provide direct victim advocate services:
 - a. Provide telephone and/or one-on-one victim advocate services in a trauma-informed manner
 - b. Accompany clients to proceedings/appointments/meetings as needed to provide information, advocacy, support, and safety
 - c. Provide hospital advocacy as needed
 - d. Provide education regarding victim rights and protections. This may include assisting client in obtaining an order of protection, supporting client through the reporting process, or assisting client in completing victim compensation applications
 - e. Provide emotional support
 - f. Conduct safety assessments and assist with the develop of a safety plan
 - g. Provide information and referral for needed services or resources
 - h. Participation in 24 hour on-call rotation
3. Guardianship Specific
 - a. Work with staff guardians to arrange for matches between clients and volunteers
 - b. Review monthly volunteer reports
 - c. Contacts attorney for filing of ward transfers to volunteers as needed
 - d. Attend court hearings with volunteers

4. Serve as agency representative at community events and fairs to publicize volunteer opportunities and agency services.
5. Participate in LifeSpan's PQI process as directed.
6. Attend all program and agency meetings and/or trainings.
7. Other responsibilities as designated by ESP Manager, Guardianship Manager, COO, or CEO.

Requirements:

- Associate degree (bachelor's preferred) in social service, gerontology or related field.
- Experience in working with older adults is preferred.
- Experience in recruiting and working with Volunteers preferred.
- Training and/or comfort in public speaking experience is necessary as well as working knowledge of community resources. Relevant training in advocacy and supporting victims of crime (or minimally completed relevant training within 6 months of employment).
- Must have an acceptable criminal records check as defined in the ODA criminal records check rule 173-14-01
- Must have valid driver's license, insurance, reliable transportation and ability to travel.
- Possess excellent communication and organizational skills. Ability to plan, prioritize and direct the work of others.

If you are interested in joining a team of dedicated professionals who strive to help strengthen the lives of others, please submit professional references and a copy of an updated resume to jobs@lifespansohio.org .