



*Serving survivors of domestic violence & sexual assault*

# **FAMILY CRISIS SERVICES, INC.**

P.O. BOX 308, CANON CITY, CO 81215  
24-HR CRISIS LINE: 719.275.2429  
WWW.FAMILYCRISISONLINE.ORG

---

## **Outreach & Community Resource Coordinator**

### **JOB DESCRIPTION**

Classification:	Full-time Exempt	Salary Range: \$40,000 - \$43,000
Supervised By:	Executive Director	Depending on Experience

**Family Crisis Services, Inc. (FCSI)** - Located in Canon City, Colorado, FCSI is a community-based private non-profit that provides advocacy and safety services for survivors of sexual assault and domestic violence. FCSI provides a 4-bedroom, 11 bed shelter and 24-hour crisis line serving Fremont and Custer Counties.

#### **Job Overview/Description**

This is a new position at Family Crisis Services, Inc., (FCSI) and utilizes a multi-pronged approach towards increasing survivor safety and well-being. Recognizing the complexity of both domestic violence and sexual assault, this position works with:

- 1) Individuals - providing confidential empowerment-based crisis counseling, safety services, support and advocacy;
- 2) Service Providers – using real needs identified by survivors, works to identify and coordinate community resources that support and contribute to survivor safety and well-being;
- 3) Community - facilitates social change through awareness activities and educational/prevention presentations and through social media. This position utilizes independent decision-making regarding volunteer management, community presentation materials, negotiation of formal agreements with community service providers, and program parameters for survivors and community partnerships.

#### **Essential Functions:**

- Works with other FCSI staff to provide confidential FCSI crisis response and services to survivors of domestic violence (DV) and/or sexual assault (SA) on site and through the 24-Hour Crisis Line at night and on weekends on a rotational basis. Services include personal, civil and criminal justice advocacy, support, information and referrals, crisis counseling, follow-up contacts, safe shelter, emergency transportation and meals and more.

- Initiates opportunities to develop relationships with civic groups, service providers, individuals, and other stakeholders to develop and/or expand options for survivors through networking and linking of community resources.
- Facilitates social change through the development and implementation of awareness activities; prevention and educational presentations to students and community members; and through dissemination of information through social media and the website.
- Utilizes specialized training and personal discretion to develop processes for the recruitment of program volunteers. Supports the work of volunteers assigned to the Sexual Assault and Domestic Violence Crisis Lines.

**Additional Responsibilities Include:**

- Collaborates with the Executive Director to develop housing options and community resource programs that advance and support survivor needs beyond crisis services.
- Attends external meetings and taskforces that address community projects, resources and services relative to survivor needs.
- Uses personal discretion to select and facilitate outreach programs and presentations in communities throughout the 11<sup>th</sup> Judicial District.
- Conducts data collection, surveys, and follow-up services per funder requirements.
- Collaborates with FCSI staff to provide legal advocacy by assisting survivors choosing to fill out their own protection orders, pro-se divorce petitions, victim compensation applications, and additional related civil legal documents. (Does not give legal advice of any kind.)

**Required Qualifications:**

- 1-3 years' experience in community-based sexual assault/domestic violence program or closely related field\*.
  - OR bachelor's degree in a related field.
  - OR, a combination of the two.
  - OR, Knowledge of domestic violence and sexual assault that qualifies at a "professional-level".
    - *\*Knowledge of domestic violence and sexual assault that qualifies at a "professional-level knowledge" may be substituted for work in a community-based program. Applicants who use this option must be willing to submit any training attended/completed; books or research materials read; other information that establishes documentation of how the applicant obtained professional-level knowledge.*
- Excellent public speaking skills.
- High level of understanding of the dynamics of sexual assault and domestic violence and the impact on child and adult victims.
- Ability to collaborate well with others.

- Knowledge of computer programs such as Publisher, Power Point, Microsoft Word, Excel, and Outlook.
- Excellent written and verbal communication skills.
- Self-motivated.
- Must be organized, detail oriented and flexible. Able to identify and respond to shifting priorities.
- Proven ability to meet deadlines and manage multiple projects.
- Demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
- Must have own transportation and a valid Colorado driver's license.

**Other Responsibilities:** May include evening, weekend hours, and in-state and out-of- state travel. The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Therefore, other duties may be assigned by the Executive Director.

Family Crisis Services, Inc. is an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

Furthermore, FCSI appreciates and values the lived experiences of people who have experienced domestic violence and/or sexual assault and believes that their personal experience enriches FCSI services and programs. Survivors are encouraged to apply.

**To Apply:**

Submit a resume along with a cover letter that states why you want this position, and why you think you would be a good fit for it, and anything else of importance that you want to make known, that isn't in your resume to Pat Tessmer, Interim Executive Director at [pat@familycrisisonline.org](mailto:pat@familycrisisonline.org)