



Position: Victim Services Professional – **Program Specialist I**

“Temporary Position”

Reports to: Arleen B. Joell, Executive Director

Community Advocates for Family & Youth (CAFY) is a full social services organization working to prevent, support and educate about violence and victimization located in Prince George's County, Maryland. CAFY offers a range of services and programs including a counseling center with a diverse professional staff to help victims (adults, children and family members) with immediate crisis counseling, support and specific treatment to assist in moving survivors and co-victims of crime on the path towards healing. In a trauma informed care environment, survivors of violence receive clinical assessments, individual counseling, family/group counseling, as well as referrals for on-going services.

Position Description:

This position is part of the Victim Services department of CAFY. The VSP-Program Specialist is responsible for developing community relationships, recruiting volunteers, coordination team education and become the team expert on Salesforce and other tools used by team.

- Think broadly and strategically about our work and be detail oriented and organized about the implementation and structures necessary to move our vision into reality.
- Duties center around support to the CEO and the goals of the organization
- Work to pace and drive organization development, including analysis and implementation of communities' relationships.
- Develop skills and become the Salesforce expert.
- Develop an understanding of victim services, its needs and community partnerships; look for ways and participate in and support of victim services
- Pull together, maintain and report out monthly data (statistical reports) to both internal and external stakeholders. (Police and SAO Court Ed information)
- Identify, disseminate, and track internal and external training opportunities for the team.
- Identify best practices and improve internal systems with an eye toward future needs.
- Performs other duties as assigned.

Requirements:

- Must be willing to submit to a background check.
- Valid driver's license and reliable transportation helpful

Benefits:

- 4-day work week.
- Position on-site, with local travel to county agencies.
- Paid holidays and accrued vacation up to 23 days.
- Mileage reimbursements for statewide travel.
- Continuous training opportunities.
- Supplemental health benefits and 403B.

Apply:

- Application deadline is July 30, 2016
- Applicants must submit a cover letter and resume to ajoell@cafyonline.org with “Program Specialist” as the subject of your email.