



HAWAI'I STATE COALITION AGAINST DOMESTIC VIOLENCE

Health Coordinator

Position Title: Health Coordinator

Reports To: Program Director

Location: Honolulu, Hawai'i

Status: Full-time, Exempt

Pay: \$61,000-\$63,000/yr, depending on experience

About HSCADV

The Hawai'i State Coalition Against Domestic Violence (HSCADV) is a private, not-for profit, state-wide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to engage communities and organizations to end domestic violence through education, advocacy, and action for social justice. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

Position Description

This is an extraordinary opportunity for a highly motivated, detail-oriented individual with a demonstrated commitment to working in the nonprofit sector and/or serving victims of domestic violence and who enjoys working in a small, nimble team in an organization that is evolving.

HSCADV is based in Honolulu, with the possibility to work hybrid in-person at a co-working space in Kaka'ako.

All staff are expected to participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with HSCADV's [mission, vision, and principles of unity](#).

Summary

The Health Coordinator is responsible for outreach, assessment, and response to COVID-19-related community challenges. The person in this role will be the central point of contact for the coalition to provide support and respond adequately to the complex COVID-19 needs for technical assistance to our member programs and ensure survivor access to services and resources. The Health Coordinator will ensure that information shared is grant compliant, victim centered, trauma informed, evidence-based,

correlated with our training and education programming; and promote consistent, accessible support statewide.

The overall focus will be on COVID-related prevention and response via community assessments, education, technical assistance, strategizing care, and planning to increase access to domestic violence service providers, strengthen partnerships with local and state public health authorities, emergency services managers, health care providers, culturally specific community-based organizations, and domestic violence programs to improve operations and responses. There will be an emphasis on outreach to underserved populations to increase access to domestic violence services, which would include strengthening mobile advocacy in the respective communities where appropriate and focusing on the reduction of the exposure and risk of COVID-19.

Responsibilities

1. Monitor regional and national epidemiological data, standard health indicators, and disaster patterns for analysis and early detection of trends, disease outbreaks and/or epidemics.
2. Strengthen the health preparedness, response, and training of staff from member programs and community partners to COVID-19 and its intersection with domestic violence.
3. Conduct various assessments to formally evaluate our member programs/DV survivors needs in relation to COVID and accessibility to services.
4. Provide guidance in the event of COVID-19 spread, diagnosis, or presumptive diagnosis within community settings, such as quarantine and isolation protocols that would help domestic violence service providers and others.
5. Identify and leverage opportunities between and among domestic violence programs and medical care providers (including but not limited to hospitals, health care centers, clinics, mobile health units).
6. Proactively promote awareness of domestic violence and its intersections with health access and equity across the state.
7. Stay abreast of the national dialogue as it relates to domestic violence and translate this information into potential programs and services for the organization to consider.
8. Develop and facilitate trainings, provide technical assistance, and collaborate on conference and membership meeting planning.
9. Coordinate with HSCADV staff to develop and oversee the implementation of evaluation activities for programs and ensure that high quality evaluation and program improvement strategies are supported.
10. Execute best practices in program management, including project management, goal setting, timeline management, task management, meeting deliverables, understanding grant regulations and budget.
11. Assist in the development and maintenance of resources for the HSCADV website, bi-weekly resource emails, quarterly newsletters, and other communication.
12. Represent HSCADV on local and/or statewide committees, commissions or task forces, as assigned or appropriate.
13. Write and submit narrative reports to funders and ensure compliance with grant requirements including passthrough subcontracts.
14. Participate in HSCADV staff meetings, in-service trainings, and retreats, and perform other duties as requested by the Executive Director.

Experience and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Bachelor's Degree required, Master's Degree in Human Services, Public Health, Social Work, or related field preferred; or 5 years' equivalent work experience.
- A minimum of 3 years of experience working in health care systems administration, domestic or sexual violence, and/or related issues.
- Experience training and providing technical assistance to adult learners.
- Excellent oral and written communication skills, including the ability to speak in public forums and conduct training in-person and via video conference, and ability to transmit complex ideas to diverse audiences.
- Demonstrated ability to understand/learn and engage with complex systems.
- Knowledge of systems advocacy and how to effectively work with nonprofit, government, and for-profit institutions.
- Strong interpersonal skills and an ability to develop mutually-beneficial working relationships with community partners and HSCADV staff members.
- Demonstrated understanding of the dynamics of trauma and ability to conduct work with a trauma-informed approach.
- Understanding and familiarity of the dynamics of Hawai'i culture and populations.

Other

- Understand and support the mission of the Hawai'i State Coalition Against Domestic Violence, including a commitment to ending domestic violence, community violence, and all other forms of oppression.
- Ability to demonstrate an anti-oppression and anti-racism analysis and to apply that analysis in relationship development, written work, and communication.
- Ability to build relationships with people who are supportive of and people who are resistant to HSCADV's strategic and philosophical approach to DV prevention and response to advance the work of HSCADV.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies. Desire to work with people from a variety of backgrounds and experience.
- Willingness to be challenged and grow through work outside of one's comfort zone.
- Commitment to contribute toward a positive work culture.
- Advanced knowledge of Windows operating systems and Microsoft Office programs, (Excel, Word, Publisher, Outlook and Power Point), and social media platforms. The ability to learn about other technologies to advance the work of HSCADV.
- Adherence to all federal and state regulations regarding information and confidentiality.
- Maintain a high level of professional and ethical conduct towards consumers, employees, partners, and communities.

This position involves travel on O'ahu and the neighbor islands with the occasional overnight stay, as well as out-of-state travel for conferences when conditions and resources allow. Due to the Covid-19 pandemic, meetings and training sessions are expected to be conducted via video conferencing and in-person when possible.

Supervision

The Health Coordinator reports directly to the Program Director and may supervise interns and junior staff on occasion.

Physical Requirements

Occasionally move boxes and/or audio/visual equipment weighing up to 30 pounds for various training and event needs.

Mental Demands

Ability to adjust to abrupt changes in priorities and manage multiple projects. Consistent demand for multiple task management. Requires strong organizational, interpersonal, and communications skills. Able to work in independent and team environments.

Certificates, Licenses, Registrations:

Valid driver's license, self-insured vehicle, and proof of COVID vaccination are required.

Compensation:

- This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.
- Salary: \$61,000-\$63,000/yr depending on experience
- Benefits:
 - Paid holidays (13 days), paid vacation (21 days), paid sick days (21).
 - 100% paid health, dental.
 - Participation in 403(B) retirement plan with employer match.
 - Paid Family and Medical Leave after 12 months of service.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To apply

Submit a resume, cover letter, writing sample of a maximum of three pages, and up to three references [via Coalition Manager](#) by **April 30, 2022**. The intended start date is June 1, 2022. Candidates who successfully make it through the first interview will be invited for a second interview where they will be asked to facilitate a brief presentation on the impact of COVID-19 on domestic violence in Hawai'i.

Submissions without a cover letter will not be considered. No calls, please.

HSCADV is an equal opportunity employer; people of color, Native people, people from other historically marginalized communities and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.