Position Opening: Community Support Services Coordinator  
FLSA: Exempt

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of over 50 full-time staff, numerous part-time staff, and more than 130 volunteers providing comprehensive prevention and intervention programming to thousands of Dane County residents each year. The organization recently experienced substantial growth in programming and the required staff and volunteer corps to support that programming.

DAIS is seeking a Community Support Services Coordinator to join our growing team. The Community Support Services Coordinator is responsible for the coordination, development and implementation of the Community Response Program and the Support Group Program. The Community Response program works with victims of domestic violence over the phone and in-person to provide support, safety planning, and community resource referrals. The Support Group program provides peer-based support to victims of domestic violence in order to decrease isolation and increase safety. This position requires direct service, program coordination, and supervisory skills. This is a 1.0 FTE salaried position with scheduled day time hours though some evenings and weekends will be necessary depending on the needs of the programs.

A successful candidate will possess a four year college or university degree though relevant work experience may be considered in lieu of a degree. Will also have a minimum of four years of experience providing supervision and support to direct service staff, volunteers, and/or student interns, a proven track record in program coordination, experience working with individuals and families from diverse backgrounds, experience working with victims of trauma and their children, knowledge of community resources in Dane County, excellent written and verbal communication skills, attention to detail, excellent computer skills including with a working knowledge of Microsoft office preferred. In addition Bilingual abilities (English/Spanish) and knowledge of domestic violence issues are preferred.

In addition DAIS seeks individuals with the following competencies for this role:

- **Commitment to Quality Service**: Builds and maintains client/community satisfaction with the services offered by the organization.
- **Valuing Diversity**: Helps to create an environment that embraces and appreciates diversity.
- **Collaboration**: The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who may be able to provide information, assistance and support.
- **Stress Tolerance & Unflappability**: Maintains composure in highly stressful or adverse situations.
- **Self-Accountability & Work Standards**: Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Safety Awareness**: Maintains an awareness of conditions and circumstances that impact one’s own safety or the safety of others.
- **Facilitating Groups**: Enables cooperative and productive group interactions.
- **Attention to Details**: Diligently attends to details and pursues quality in accomplishing tasks.
- **Professionalism and Personal Boundaries**: Conducts oneself within appropriate and expected professional boundaries and policies.

Bilingual candidates and individuals of color are encouraged to apply.
Benefits include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, and generous leave time.

To apply:
Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. A complete application, resume and cover letter addressed to Dawn Sharer, Human Resources Manager, are required to be considered for this position.

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Application and full job description may be obtained at http://abuseintervention.org/how-to-application/

Applications should be submitted by 11/04/2015 for early consideration.

DAIS is an equal opportunity employer.