

Job title	Elder Abuse Specialist
Reports to	Community Services Manager
FLSA:	Non-Exempt; Full-time
Department	Community

Job purpose

Under the supervision of the Community Services Manager, the Elder Abuse (EA) Specialist is responsible for assisting in the development and coordination of the Elder and Dependent Adult Victims program. The EA Specialist is responsible for coordinating a multidisciplinary response team, advocacy, case management, outreach, and education for elder and dependent adult abuse throughout the community. Utilizing a trauma-informed care approach, the EA Specialist is responsible for managing assigned caseloads, assessing participants' needs, developing, implementing, and reviewing service plans, and working with other community resources in meeting participants' service needs.

Duties and responsibilities

- Coordinate the multidisciplinary team that responds to elder and dependent adult abuse cases, including scheduling meetings and serving as the point of contact for the multidisciplinary team members
- Assist with the development of protocols for responding to elder and dependent adult victims Provide immediate crisis intervention support, options, and safety planning, as needed, to victims of elder abuse referred from local law enforcements, hospitals, and other service providers
- Provide consultation and outreach materials for partners and service provider agencies who work with elder and dependent adult populations
- Assist in the development of educational programs to support the public and private sector in identifying and responding to abuse toward elders and dependent adults
- Build partnerships with service providers in the public and private sector that support elders and dependent adults
- Monitor progress of the program, implement strategic changes to problem solve barriers and ensure measurable outcomes are met
- Work in collaboration with other WTLC staff such as Legal and Clinical Advocates to ensure appropriate coordination of services for participants
- Maintain current, thorough knowledge of issues pertaining to elder and dependent adult abuse including other interrelated issues and the need for trauma-informed, survivor-driven advocacy Complete and maintain records that document services provided, and other statistical information for the Elder and Dependent Adult Victim Program, input accurate data into the organization's database (Apricot)
- Provide educational and prevention opportunities for other individuals, groups, and organizations in the community
- Participate in the planning and/or provision of community events, fairs, and other events as needed Participate in staff meetings, conferences, and other meetings as needed
- Work with a diverse population and provide culturally sensitive advocacy Provide transportation for participants to various locations as needed

Other duties may be assigned

Qualifications

Bachelor's degree in Human Services or another related field preferred. Minimum of two years of work experience in the social sector or other related field. Experience working with elder and/or dependent adult abuse strongly preferred

Knowledge of elder and dependent adult abuse

Experience serving diverse communities

Experience in, or knowledge of, crisis intervention and trauma informed

Effective oral and written communication skills

Excellent public speaking skills and ability to provide education and training
Excellent organizational skills

Bilingual in Spanish is preferred -the prevailing non-English language of clients

California State 40-Hour Domestic Violence and Human Trafficking Training Certified

Sexual Assault Counseling Training 48 Hour Certificate

Has not been a resident of WTLC or any other domestic violence shelter for three years

Possession of accurate and valid California driver's license, a car, liability insurance which meets

California State minimum requirements and an acceptable driving record

Possession of working cell phone with data plan

Successful completion of a pre-employment background check

Leadership and positive representation of WTLC within the community

Working Conditions and Physical Requirements

Approved alternate work schedule (4/10) or regular(S/8) schedule. Flexibility to work evenings, weekends, and coverage for holidays and overnight shifts, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required; and occasionally required to lift and/or move heavy objects.

Visit www.WTLC.com for more information. No phone calls please.

Please email cover letter and resume to careers@wtlc.org with "Elder Abuse Specialist" in the subject line.

Spanish speakers preferred