

*Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!*

## **Healthcare Coordinator**

Alexandra House is seeking a full-time Healthcare Coordinator to provide direct service and systems advocacy including crisis intervention, support, and information to primary and secondary victims of domestic and sexual violence who present to local health care facilities of Anoka County. Office located in the city of Blaine, with co-defined hybrid workspace arrangements available.

### **Primary Responsibilities**

- Advocate on behalf of the victims of domestic and sexual violence in a variety of healthcare and community settings.
- Train, mentor and coordinate hospital volunteers to include volunteer scheduling and follow up to ensure consistent coverage and effective response.
- Assist in developing, implementing and evaluating the Health Care Advocacy Services in coordination with the Housing and Supportive Services Director.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.

### **Minimum Qualifications**

- Experience in social work, human services, or related fields or bachelor's degree (social work, criminal justice, human services, or related field) or equivalent combination of education and experience.
- Knowledge of and ability to advocate within various systems including social service, economic, legal, medical and healthcare systems.
- Experience providing trauma-informed advocacy to victims/survivors of abuse, including support group facilitation with an understanding of the needs, options, and resources available for youth/women/men and families impacted by domestic and sexual violence.
- Excellent written and interpersonal communication skills and experience in public speaking.
- Demonstrated skills & knowledge in using a variety of programs including but not limited to Word, Excel, and Outlook.
- Valid driver's license, current insurance, and reliable car with the ability to travel to multiple locations throughout Anoka County.

### **Preferred Candidate Qualifications**

- Ability to converse with individuals who speak prevalent language in the service area (e.g., Spanish, Somali, Arabic, Oromo or English – bilingual)
- 40-hour state-mandated sexual assault advocacy training

### **Starting Salary Range**

\$42,397 – \$47,500 DOQ, with a full benefit package including retirement plan, vacation & medical accrual

### **Hours**

Generally, 8:00am – 4:30pm, Monday – Friday, with ability to work occasional evening and weekend hours to meet organizational needs.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

**How to Apply**

Please submit a cover letter and resume Attn: Housing & Supportive Services Director at [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org). Position open until May 26, 2023.

\*\*\* No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within three business day after resumes are received.