

**Coordinator of Transitional Case Management**

**JOB HIGHLIGHTS:** As part of a dynamic, diverse team of passionate advocates, committed to transforming the world, you will work to further MSP’s mission in accordance with our guiding principles in a leadership role that addresses the complex safety and housing needs of survivors of domestic violence and human trafficking.

**MAIN AREAS OF FOCUS:** Domestic Violence Counseling and Advocacy; Leadership; Interdisciplinary Collaboration; Outreach and Client Accompaniments; Advocacy Related to Public Assistance; Program Reporting

**LOCATION:** This job is currently performed in a hybrid between remote and in-person work in MSP’s shelter located in a confidential location in Westchester County, NY.

**JOB OVERVIEW:**

Emergency shelter and short-term rental assistance are critically important resources for survivors of abuse. These resources can be stepping stones for individuals to eventually establish safe and long-term housing stability. As the Coordinator of Transitional Case Management, you will be a key member of the dynamic MSP shelter leadership team, as well as provide direct supervision to our RISE rapid rehousing program advocate.

You will ensure that each client has a smooth transition into shelter as they recharge and regroup. You will assist clients with identifying goals, and present them with various housing options as they navigate next steps. The Coordinator of Transitional Case Management will follow criteria set forth by the Office for Victim Services (OVS) and the Department of Housing and Urban Development (HUD).

**YOU’LL BE RESPONSIBLE FOR…**

* Assessing the overall needs of each client entering shelter.
* While ensuring health and safety standards, accompanying clients to DSS appointments, meetings with landlords, legal consultations, medical appointments, and meetings with local law enforcement, etc.
* Providing dedicated advocacy to community entities on each client’s behalf
* Providing direct supervision to RISE Advocate
* Attending monthly RISE team meetings with Caring for the Hungry and Homeless of Peekskill (CHHOP) and Lifting up Westchester (LUW)
* Participating in monthly network meetings relevant to DV and housing resources
* Maintaining strong connections to all other MSP program areas, including our Family Services unit, and Center for Legal Services.
* Facilitating weekly shelter case management meetings
* Gathering and analyzing statistics to monitor program effectiveness, and drafting monthly/quarterly activity reports to funders.
* Representing MSP at community meetings and coalitions and engaging in outreach to establish and strengthen partnerships.
* Participating in MSP trainings, committees, and interdepartmental meetings.
* Other duties as assigned by supervisor.

**YOU MUST HAVE…**

* Bachelor’s degree and minimum of two years experience working with survivors of gender based violence, domestic violence, and human trafficking.
* Knowledge of trauma-informed practice
* Excellent interpersonal skills, including the ability to work collaboratively and on a team
* Technology proficiencies including using Excel, Apricot and other web-based platforms.
* Strong written and oral communication skills
* Ability to work in a fast paced environment, assess priorities, take initiative, handle multiple assignments, and meet deadlines
* A passionate commitment to principles of anti-oppression
* Valid driver’s license and reliable, insured transportation

**YOU’LL BE SUCCESSFUL IF…**

As a passionate advocate for social justice, you adopt an anti-oppression lens to understand gender-based violence. You recognize that clients come to MSP while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression.

You are flexible and work well as part of a team and independently. You have excellent time-management skills and demonstrated ability to multi-task. You are accountable to doing what you say you are going to do.

**TEAM OVERVIEW:**

**ORGANIZATIONAL OVERVIEW:** At MSP, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence and human trafficking. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

MSP is a 501(c)(3) nonprofit organization, responding to domestic violence and human trafficking in Westchester County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** MSP employees enjoy a generous health benefits package that includes dental and vision care. Our Financial Savings Plain reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a PTO plan that includes, vacation, sick time, personal days as well as summer Fridays.

**Job Classification:** Regular/Full time/Flexible/Non-Exempt

**Salary:** commensurate with experience

Application Instructions: No Phone Calls Please. Please submit a cover letter, resume, and salary requirements via email to LaMarr Powell, Director of Residential Services

[LPowell@mspny.org](mailto:LPowell@mspny.org)

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MSP values you, your growth and your contributions. My Sisters’ Place believes that an effective, broad-based movement for social transformation must be rooted in anti-oppression principles as we work towards a more just and equitable society. People of color, people with disabilities, and members of the LGBTQIA+ Community are encouraged to apply. MSP policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.