

## **Job Description:** **Medical Advocacy Coordinator**

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada's communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

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<b>Position:</b>	Medical Advocacy Coordinator
<b>Reports To:</b>	Program Director
<b>Status:</b>	Full Time, Professional Employee Exemption
<b>Hours:</b>	40 hours/week, 9-5 pm, Monday – Friday
<b>Benefits:</b>	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
<b>Wage Range:</b>	\$45,000.00 – \$75,000.00 per year
<b>Travel:</b>	Frequent statewide and national travel required
<b>Date Reviewed:</b>	March 2022
<b>Limited-term employment:</b>	<b>2022 - 2024</b>

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**Summary:** The Medical Advocacy Coordinator (MAC) is responsible for the development, coordination and implementation of a telehealth programs for domestic and sexual violence victim-survivors. The Medical Advocacy Coordinator works under the supervision of the Program Director.

**Overview:** The Medical Advocacy Coordinator works collaboratively with allied professionals and domestic and sexual violence programs to serve as the organizing resource working to enhance or create sexual assault services and care in accordance with NCEDSV's vision and mission. The Medical Advocacy Coordinator will be responsible for enhancing or increasing the availability of statewide services for domestic and sexual violence victim-survivors.

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### **Responsibilities:**

Primary:

- Responsible for the overall assessment of the current availability of services and the circumstances impacting sexual assault victim-survivors when seeking sexual assault services.
- Engage in system advocacy by reviewing and working with allied professionals regarding existing or proposed organizational policies and practices that impact the trauma informed response and medical services to victim-survivors of sexual violence.
- Coordinate with communities and health care providers the development, implementation and evaluation of a telehealth program by organizing the services and systems necessary

for a multidisciplinary approach to providing trauma-informed care for domestic and sexual violence victim-survivors.

- Conduct outreach to health care agencies and individual healthcare providers to establish awareness and understanding of local prevalence of sexual assault including availability of services.
- Design, research, and implement technical assistance strategies including trainings based on COVID-19 mitigation; identify appropriate materials and provide information requested by organizations and individuals; conduct follow-up to assess effectiveness of information provided.

**Representation:**

- Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition's mission and vision statements and guiding principles.

**Possible Board Committee Assignments:**

- TBD

**Physical Demands:**

- Ability to lift 25 lbs.
- Sitting for extended periods of time

**Qualifications:**

**Required skills, knowledge and ability:**

- Excellent verbal, written, and organizational skills
- Computer literacy and proficiency with MS Office Suite
- Access to reliable transportation to travel as needed to complete job duties, valid Driver's license and proof of insurance necessary
- Ability to read, write, and speak Spanish preferred
- Ability to adapt to changes in work duties, processes and technologies
- Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
- Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
- Experience working in a non-profit environment
- Strong presentation and public speaking skills required
- Previous experience working with or in rural communities, preferred
- Outreach experience preferred
- Knowledge of fostering collaboration between individuals
- Knowledgeable about medical response to sexual assault and related legislation
- Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence

- Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment
- Understanding of the role the Statewide Coalition plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors and their children

Education and Experience:

- Bachelor’s degree in social work, human services or related field or
- 3 years prior experience as volunteer or staff advocate or internship in domestic or sexual violence program.
- Experience in social change advocacy preferred
- Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

Employee Signature	Employee Printed Name	Date
Supervisor Signature	Supervisor Printed Name	Date