

## **POSITION DESCRIPTION**

**POSITION TITLE:** Elder Abuse Victim Specialist

**REPORTS TO:** Executive Director

**STATUS:** Non-Exempt

### **GENERAL SUMMARY:**

The Elder Abuse Victim Specialist oversees SAHARA's Elder Abuse (XE) Program for the South Asian communities to enhance the safety of elder and dependent adult victims of crime by providing direct services to victims and bridging the gap between victims and elder justice service providers (including Adult Protective Services (APS), Long-Term Care Ombudsman programs, providers of legal assistance, etc.) and victim services providers. The XE Program will provide support for the South Asian communities to improve their ability to identify the needs of victims of elder and dependent adult abuse and to improve the delivery of services.

### **ESSENTIAL JOB FUNCTIONS:**

- Provide case management for victims served under the XE Program.
- Coordinate a multidisciplinary team including representatives from both the public and private sector to address the rights and service needs of elder and dependent adult abuse victims in the service area, including scheduling meetings and serving as the point of contact for team members.
  - This team will develop protocols for how the community will identify and coordinate services for elder and dependent adult victims of physical abuse, sexual abuse, emotional abuse, financial abuse, abandonment, neglect or institutional abuse.
  - This team will identify agencies that currently provide services, evaluate effectiveness of services, coordinate agency communication, develop case review guidelines and confidentiality agreements, provide education and outreach to professionals and the public, and assist in victims' financial recovery.
- Develop protocols for responding to elder and dependent adult victims.
- Provide consultation and outreach materials.
- Work with the SAHARA attorney to ensure that elder and dependent victims have access to the criminal/civil justice system and have an advocate when necessary to intervene on behalf of the victim.
- Implement an outreach awareness program for victims and mandated reporters of elder and dependent adult abuse and others who come into contact with these victims.
- Expand the communities' capacity to serve elder and dependent adult victims.
- Coordinate SAHARA's provision of comprehensive services that incorporate all necessary victim support.
- Respond to the emotional and physical needs of victims by using a trauma-informed, culturally-sensitive approach to assist victims in stabilizing their lives after the victimization.
- Secure Operational Agreements (OAs) with agencies that will provide services and demonstrate a formal system of networking and coordination between other agencies/organizations and SAHARA.
- Collect and report data for required Office for Victims of Crime (OVC) and Cal OES progress reports.

- Work with others at SAHARA to provide emergency financial assistance to elder and dependent adult crime victims.
- Provide advocacy services (intervening on behalf of the victim when requested)
- Arrange emergency transportation to shelters, court, medical/mental health or other places of safety as appropriate for victims of crime. Additionally, arrange for non-emergency transportation.

**WORKING CONDITIONS:**

- Normal office environment
- Frequent travel by car
- Evening and weekend work required
- Ability to multi-task and prioritize
- Work may include periods of high volume and tight deadlines

**EQUIPMENT:**

- Personal computer
- Telephone
- Calculator
- Photocopier
- Fax

**MINIMUM REQUIREMENTS:**

- Bachelor's degree or equivalent experience required
- Expertise in elder and dependent adult abuse cases, victim services and the criminal justice system.
- Demonstrated success working with diverse populations
- High level of ethics, integrity, diplomacy, and initiative
- Excellent oral and written skills
- Excellent analytical and problem solving skills
- Strong organization and time management skills
- Ability to represent the organization at various public and private events and functions
- Comfort making presentations or leading discussions with both large and small groups
- Ability to maintain productive working relationships with other staff members, program participants, partner agencies/groups, and community members
- Basic knowledge of budgetary practices
- Ability to establish and maintain records and controls
- Available to work evenings and weekends when needed
- Available to do travel as required
- California driver license and proof of automobile insurance and/or reliable transportation
- Ability to bend, stoop, twist and lift 20 pounds
- Proficiency in at least one South Asian language..

**This job profile in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.**