



Job Description

Job Title: Victim Service Coordinator

Reports To: Executive Director

Position Status: Full-Time

Location: Cedar Rapids, IA (Hybrid)

About Thrive Together Today

Thrive Together Today is a culturally specific nonprofit organization dedicated to serving Deaf, Hard of Hearing, and individuals with hearing loss who are victims or survivors of domestic violence, sexual assault, and violent crimes in Iowa. Based in Cedar Rapids, Thrive provides services across all 99 counties in the state.

Job Summary

The Victim Service Coordinator provides trauma-informed, survivor-centered services to Deaf individuals, individuals with hearing loss, and their families impacted by violence and unhealthy relationships. This role involves collaboration with service providers to ensure culturally competent, accessible support and safety services are available to clients.

Key Responsibilities

- Deliver non-discriminatory advocacy for victims and families impacted by violence.
- Provide one-on-one peer consulting and emotional support.
- Assist with crisis counseling, safety planning, court advocacy, housing placements, and referrals.
- Maintain accurate and timely documentation of client interactions to meet reporting and compliance requirements.
- Establish and nurture relationships with service providers, promoting cultural awareness and accessibility.
- Support clients in developing strength-based, solution-focused action plans.
- Share on-call responsibilities and respond to emergencies as needed.
- Ensure compliance with advocacy certification requirements and agency policies.
- Effectively use technology to communicate with remote clients and colleagues.
- Assist in public education and community presentations on relevant issues.



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Qualifications

- Bachelor's degree in a related field.
- Experience in advocacy or working with Deaf/Hard of Hearing communities.
- Fluency in American Sign Language (ASL) and strong English writing skills.
- Ability to handle sensitive situations tactfully and work collaboratively with diverse groups.
- Flexibility to work nights, weekends, and travel throughout Iowa (mileage reimbursement provided).

Work Environment and Physical Requirements

- This is a primarily self-directed role requiring work in both community settings and a standard office environment.
- Regular use of computers and standard office equipment.
- Physical requirements include the ability to lift up to 30 pounds, with accommodations provided as needed.

Salary and Benefits

- **Salary:** \$45,000 to \$50,000 annually, commensurate with experience.
- **Benefits:**
 - Health, dental, and vision insurance.
 - Generous paid vacation.
 - Mental health leave.
 - Sick leave.
 - Holiday leave.

Equal Opportunity Employment

Thrive Together Today is committed to fostering an inclusive and equitable workplace. We do not discriminate based on race, color, creed, religion, national origin, sex, sexual orientation, disability, age, familial or marital status, public assistance, or any other characteristic. Thrive Together is an Equal Opportunity and Affirmative Action Employer.



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Funding

This position is fully funded by the Office on Violence Against Women Underserved Grant.

Applying for the job

Applicants are required to send a professional resume and cover letter to:
jupah@thrivetogethertoday.org



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