



Position: Health and Wellness Coordinator

Supervisor: Director of Grants and Programs

Organization Overview

The DC Coalition Against Domestic Violence (DCCADV, the Coalition) is a 501(c)(3) nonprofit organization dedicated to creating a community where domestic violence is replaced with human dignity. DCCADV is the federally recognized domestic violence coalition in the District of Columbia and serves as a resource for the thousands of adults and children experiencing domestic violence each year, as well as the local organizations that serve them. Our fundamental goals are to provide leadership and support, build awareness, and enhance the systemic response to survivors. As the District is a city made up of people from many life experiences, and a city whose population historically has been a majority Black people, DCCADV has a commitment to ensure that our organization operates with values centered in Diversity, Equity, Inclusion, and Belonging.

Position Summary

To ensure that the Coalition can efficiently and effectively support survivors of domestic violence and the organizations that support them, under the direction of the Director of Grants and Programs, the Health and Wellness Coordinator will work in the intersections of domestic violence services, health care, parenting, and prevention to assist programs, survivors, and their children navigate medical and mental health supports and options in Washington, DC. The Coordinator will collaborate with DCCADV's member programs, local health care providers, and educators to increase survivors' access to services and enhance supports for survivors of domestic violence. The person in this role will lead DCCADV's Project MEND program, providing leadership, training, and technical assistance to a team supporting non-abusive parents and their children after experiencing domestic violence. The ideal candidate for this position enjoys the small stuff, but wants to make a big difference for survivors in DC in partnership with the full DCCADV staff.

Roles and Responsibilities

Specific responsibilities include but are not limited to:

- Lead our new Modeling and Education for Non-abusing parents Demonstration project (Project MEND) including coordinating the project steering committee and associated activities, collaborate with Children's National Medical Center's Child Advocacy and Protection Center and George Washington Hospital's Early Childhood Intervention Network, and design trainings, facilitate workshops, and provide technical assistance to support project-related domestic violence prevention education efforts
- Provide leadership and guidance to health care professionals and educators on domestic violence services in Washington, DC
- Provide virtual and in person training and technical assistance to health care providers and educators on best practices when supporting survivors of domestic violence, including survivor safety and confidentiality and how policies can help protect survivors in health care or educational settings
- Support Training Coordinator with prevention education efforts in local schools
- Provide virtual and in person trainings on topics including trauma informed care, supporting mental health and wellbeing, and prevention

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- Participate in relevant work groups or task forces
- Collaborate with Children’s National Medical Center and participate in monthly planning meetings for their annual conference
- Complete documentation and data entry for grant compliance and reporting requirements
- Other duties as assigned

Related skills and experience

- Demonstrated knowledge of the dynamics of domestic violence (also referred to as intimate partner, gender-based, family violence and/or domestic terrorism), and the community impact
- Demonstrated agreement and comfort with addressing the Coalition’s collective work through a racial and social justice lens—DCCADV recognizes that to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities
- Commitment to the eradication of gender-based violence
- Commitment to accessibility, trauma informed care, and language justice
- Previous experience working for a DC-based domestic violence service provider preferred
- Minimum of a Bachelor’s degree or at least three to five years’ experience working with survivors of domestic violence, sexual violence and/or stalking or a complimentary field
- Knowledge and experience in trauma informed care, survivor safety, and mandated confidentiality
- Knowledge and experience in collaborating with health care systems
- Proficient use of Windows operating system and programs
- Excellent communication, writing, and public speaking skills
- Strong critical thinking and analytical skills
- Ability to work autonomously and as a team member
- Ability to attend to multiple projects and tasks
- Candidate must be organized and able to handle multiple projects and deadlines

Additional Information

- The person filling this role must be willing to work a hybrid schedule, currently four days remote and Thursdays in the office, and be able to travel in and around DC, Maryland, and Northern Virginia for work purposes
- DCCADV employees are subject to Mayoral orders regarding vaccinations and masking requirements and will be expected to follow any subsequent mandates, as well as DCCADV policies
- Occasional evening and weekend hours will be required
- Salary range for this position is \$60,000 to \$70,000 annually, commensurate with experience

Benefits Package Includes

- Health Insurance – The Coalition contributes towards employee health insurance plans with an increase contribution if a child is added to the policy. The coverage selected—from 16 available health insurance plans—determines the employee cost of the premium.
- Life insurance – A life insurance policy is paid by the Coalition on behalf of each employee.

- Long- and Short-Term Disability Insurance – The plan will replace up to 60% of an employee’s weekly gross salary.
- Retirement – The Coalition offers a 403(b) plan and employees may immediately make 100% vested pre-tax contributions to the plan. After six months, employees are eligible for a 1% discretionary employer match and up to an additional 3% employer match of employee’s salary.
- Annual Time Off
 - 16 paid holidays, including winter break the last week of the calendar year
 - Vacation Time – 80 hours from hire to 35 months of service, 120 hours from 36 months to 71 months of service, 160 hours from 72 months to 107 months of service, 200 hours for 108+ months of service
 - Sick Time – 88 hours for all full-time employees
 - Paid Family Leave – Available following 12 contiguous months of service
- Optional Plans Available at Employee Expense
 - Dental and Vision Insurance
 - Flexible Spending Account
 - Aflac Supplemental Insurance
 - MetLife Voluntary Benefits
 - Supplemental Accidental Death and Dismemberment Insurance
 - Supplemental Term Life Insurance
 - Pre-tax Commuter Benefits

Application Process

To apply, please send your resume and cover letter to lodongo@dccadv.org with Health and Wellness Coordinator in the Subject Line

- Resumes will be accepted through December 15, 2024 with an anticipated start date of January 6, 2024
- Candidates who might be a good fit for the role will be contacted to schedule a one-hour first round interview with the Hiring Supervisor via Zoom
- A selected pool of candidates will be contacted for a 2nd round panel interview, to be held in person, with additional DCCADV staff persons
- Finalists will submit a list of references to be contacted before an offer is made