

## *Behavioral Health Program Coordinator*

### **Position Description**

The DVSAS Behavioral Health Program will improve access to behavioral health services and will increase the effectiveness of these programs for survivors of domestic violence, sexual assault, and sexual exploitation. The Behavioral Health Program Coordinator provides advocacy services to DVSAS clients with mental health and/or substance abuse issues, connects those clients to outside resources, and coordinates ongoing client access to mental health and behavioral health services. This position will manage a caseload of clients and will also assist the program team in walk-in and helpline services, including crisis intervention, information and referral services, basic medical and legal advocacy.

### **Responsibilities**

The duties of this position include and are not limited to the following:

- Provide domestic violence, sexual assault, and sexual exploitation intervention services to DVSAS clients who have mental health or substance abuse issues.
- Connect clients to mental health and substance abuse treatment services and coordinate their ongoing access to those services.
- Foster a network of support for the DVSAS Behavioral Health Program by actively building and maintaining professional relationships with individuals, groups, government entities and services focused on mental health and substance abuse.
- Ensure that all program staff, interns, and volunteers are kept current on mental health and substance abuse programs and that partner agencies are kept current on DVSAS services.
- Coordinate the Behavioral Health Program Steering Committee to ensure increased collaboration and services to clients.
- Develop an on-call response program for clients to receive timely, if not immediate, mental health and substance abuse evaluation and treatment services at DVSAS facilities.
- Serve walk-in clients and helpline callers at the Downtown Support Center when needed.
- Provide after-hour helpline coverage with other program staff on a rotation.
- Maintain accurate and up-to-date record-keeping for all client services and outreach activities.
- Assist with screening and training potential volunteers, organizing training equipment and materials in coordination with other training staff, and participating in and presenting training sessions as assigned.
- Other duties that relate to the mission of DVSAS and the goals of this position as needed.



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

24 hour helpline: 360.715.1563  
toll-free: 877.715.1563  
*accepts 711 and other relay calls  
Se habla español.*

## Behavioral Health Program Coordinator

### Qualifications & Requirements

- BA or BS Degree in related field and three years relevant work experience.
- Experience working with survivors of domestic violence and/or sexual assault.
- Drivers license, clean driving history, insurance, and a reliable vehicle.
- Excellent verbal and written communication skills.
- Excellent organizational skills, written and oral communication skills, and ability to work independently and as part of a team.
- Proficiency in MS software, Google docs, and comfort navigating and using computers to improve job efficiency.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

### DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a non-exempt position that pays \$35,000—\$45,000 per year. Starting salary is generally offered within the beginning third of the pay range.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [Mhoglund@dvsas.org](mailto:Mhoglund@dvsas.org).



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