

**Gulf Coast Trades Center / Thomas Buzbee Vocational High School**  
**Job Announcement**

**Position: VOCA Grant Coordinator of Victim Services– Grant Funded**

**Position(s) Available: (1) One**

**Opening Date: May 28, 2018**

**Closing Date: June 5, 2018**

**Salary: \$1,540.00 Semi-monthly**

**Status: Exempt**

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**GENERAL DESCRIPTION:**

Work in conjunction with Case Management staff and Residential advocates, planning activities on and off campus for victims. This staff will supervise and participate with youth in on campus therapeutic activities such as Aggression Replacement Training and Positive Peer Culture group therapy. Working with Counselors and Mentors, this coordinator will take youth to scheduled off campus activities that focus on life directions, family reunification, and court appearances. This coordinator will schedule, and attend with youth, events designed to encourage and help victims specifically designed to encourage youth to develop life and leadership skills that help in development of adult life directions (ex: the Texas Network of Youth Services (TNOYS) conference, leadership and life direction conferences, college campus tours, etc.).

**REPORTS TO:**

VOCA Grant Director

**SUPERVISES:**

Students assigned

**QUALIFICATIONS:**

- Must be at least 24 years of age
- Minimum of a Bachelor's degree in Social Work or Education preferred.
- Must possess a valid Texas drivers license
- Must pass pre-employment drug screen and background check
- Must be emotionally mature and capable of communicating with at-risk youth
- Excellent organization, communications, and interpersonal skills.

**SPECIFIC DUTIES:**

Must possess the ability to:

- Collect grant related data as required.
- Prepare reports, as needed by the VOCA Grant Director pertaining to the VOCA grant.
- Communicate information accurately and timely to the VOCA grant Director and GCTC leadership team.
- Work with Counselors, Case Management staff, and Residential staff to find, schedule, and staff youth victim activities.
- Coordinate planning to attend to events/activities with staff and youth designed to implement therapeutic plans that assist youth victims toward positive adult lifestyle preparation.
- Participate in coordination of transports of victims to and from work opportunities while youth are enrolled in the program.
- Model behavior that is professional, ethical, and responsible; participate in professional development to improve skills related to job assignment.
- Working conditions - maintain emotional control under stress.
- Other – any and all other duties to be assigned as needed.

Contact:

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