



Position Description

Position:	Medical Advocacy Coordinator	Status:	Full-time (40 hours)
Reports to:	Dir., Community Outreach	FLSA/EEO Class:	Non-Exempt/2
Location:	180-Administrative Office	Supervisory Responsibility:	Medical Advocate

Position Summary

This position is responsible for developing and delivering trainings about domestic violence, Domestic Violence screening tools, resources, and other Domestic Violence related topics. The Medical Advocacy Program focuses on medical facilities and providers, including students in the allied health professions, licensed medical professionals, substance abuse programs/facilities, and behavioral health facilities. Under the Medical Advocacy Program, the Coordinator will be responsible for supervising the medical advocate, facilitating connections and trainings with medical facilities and health care providers throughout Montgomery County. The person in this position must be able to work a varied schedule including on-call coverage nights and weekends as needed.

Essential Duties and Responsibilities

- ❖ Serve as a representative for Laurel House in coordinating contacts with hospitals, substance abuse facilities, behavioral health facilities, and medical facilities in Montgomery County so that these systems will view the agency as a resource for training about domestic violence as well as a resource for patients who may be experiencing DV.
- ❖ Provide guidance for trainings and presentations developed by medical advocates.
- ❖ Develop and deliver domestic violence related trainings for medical personnel /facilities and allied health professionals in Montgomery County.
- ❖ Provide and/or ensure on-site appropriate response when called by a patient or staff person at a medical facility; assist with on-site response to other crisis response calls as appropriate.
- ❖ Represent Laurel House for PCADV activities related to medical advocacy.
- ❖ Represent Laurel House on community committees and events as requested to, and/or as approved to by the Director, Community Outreach
- ❖ Provide updates for the Laurel House website and Marketing Materials as appropriate.
- ❖ Complete monthly statistics reporting and information for yearly funding applications in a timely fashion.
- ❖ Participate in agency staff meetings and other activities as appropriate and/or as required.
- ❖ Train staff members and/or volunteers who are responsible for providing direct services to domestic violence survivors about medical issues and resources surrounding DV.
- ❖ At times, the person holding this position may be called upon to introduce new staff members and/or volunteers to key personnel within the medical systems that are served by Laurel House, to facilitate effective working relationships between these new agency staff members/volunteers and the medical personnel of the facilities throughout the region.

- ❖ Research and create presentations related to medical trauma and domestic violence.
- ❖ Supervise Medical Advocates and provide training, coaching, quarterly, and yearly reviews.
- ❖ Manage MAP team calendar, schedule, and paid time off requests.
- ❖ Other duties as assigned by supervisor.

Qualifications

- Demonstrated ability to work effectively with coalitions and committees
- Demonstrated skills in effectively developing training materials, delivering training curriculum and public speaking
- Demonstrated ability to work independently
- Demonstrated ability to manage staff.
- Ability to work with diverse populations and be sensitive to the needs of victims of domestic violence
- Ability to work with individuals of diverse cultural backgrounds and beliefs
- Excellent interpersonal skills, verbal and written communication skills
- Ability to represent Laurel House in a professional manner in the community
- Ability to respond effectively in crisis situations
- Bachelor’s degree in related field, or equivalent experience. Experience in training health care providers about social services preferred
- Proficient in Microsoft Office Suite
- Highly motivated with a passion for the mission of Laurel House
- Valid Driver’s License and auto insurance and use of working vehicle
- Ability to travel regionally and to state conferences as needed.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Print Name

Date

Signature

Manager Signature

Laurel House
Job Analysis/ Physical Activities Checklist
Medical Advocate

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (R) Rarely;, (O)Occasionally, ((F)Frequently or C)Constantly</i>
Ascending or descending ladders, stairs, ramps and the like.	R
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	F
Operating machinery and/or power tools.	N
Operating motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness and thoroughness of the work assigned.	C

Environmental Conditions <i>Check all that apply</i>	Frequency <i>(N)Never, (F)Frequently, (O)Occasionally or {R} Rarely; (C)Constantly</i>
Low temperatures.	
High temperatures.	
Outdoor elements such as precipitation and wind.	
Noisy environments.	
Hazardous conditions.	
Poor ventilation.	
Small and/or enclosed spaces.	
No adverse environmental conditions expected.	X

Physical Demands <i>Check only one</i>	Check One
Sedentary work that primarily involves sitting/standing.	

Light work that includes moving objects up to 20 pounds.	X
Medium work that includes moving objects up to 40 pounds.	
Heavy work that includes moving objects up to 50 pounds or more.	