



## WISE Multidisciplinary Interview and Training Center (MITC) Coordinator

**Position Overview:** The Coordinator works on all aspects of the three prongs of this grant-funded Project. The priority areas are: providing trauma-informed forensic interviews for victim/survivors of gender-based violence prioritizing felony-level domestic violence in northern Windsor County; building capacity in law enforcement to respond to misdemeanor-level domestic violence in northern Windsor County; and building capacity for expert testimony with attorneys and experts in gender-based violence court cases throughout Vermont. The Coordinator is involved in all aspects of expert witness development and maintenance with an interest in building efficacy for the response to gender-based violence. This project is a grant-funded position through June 2024 with potential for continued grant funding

**Hours:** Exempt and salaried position. This is a 25-hour per week grant-funded position. A consistent work schedule will be set for 30 hours during the WISE work week which is Monday through Friday between 8:30 am and 4:30 pm. Some evenings and weekends may be required based on events, trainings and timely interviews.

**Reports to:** WISE MITC Director

**Location:** This position works out of WISE's Office in White River Junction, VT.

**Position Description:** Working closely with the Director, the Coordinator facilitates supportive interview experiences for survivors, and represents WISE with community partners including the Windsor County State's Attorney's office and law enforcement using an anti-oppression and trauma-informed framework. The Coordinator is involved in all aspects of expert witness development and maintenance with an interest in building efficacy for the response to gender-based violence. The Coordinator is responsible for project data collection and reporting.

### Responsibilities and Duties:

- Maintaining system of tracking MITC data
- Reporting on MITC activities
- Facilitating the forensic interview process
- Supporting law enforcement trainings
- Organizing and maintaining the cohort of expert witnesses
- Assisting with recruitment and trainings/meetings of expert witnesses and attorneys
- Thinking creatively with the Director regarding implementation of the three-prongs of the Project
- Attending multidisciplinary team meetings
- Attending full staff meetings at WISE and other meetings as requested
- Supporting work on restorative processes as a response to domestic violence
- Other responsibilities as directed

### Qualifications:

- Minimum of high school equivalency
- Preferably at least one year of advocacy supporting survivors of gender-based violence or associated anti-oppression work
- Understanding of the empowerment model
- Basic Forensic Experiential Trauma Informed (FETI) training completed after hiring if not already trained

- Are curious and interested in (and experience helpful) working with and improving systems that interact with survivors
- Successful completion of WISE Foundations in Gender-Based Violence and Supporting Survivors and will complete trainings as soon as possible once hired
- Passion for organization and maintaining systems
- Computer literate necessary and proficiency desired in at least Microsoft Suite including especially Outlook, Word, Power Point, Excel, and WWW.
- Strong grounding in and commitment to social change advocacy and a feminist framework for understanding gender-based violence.
- Reliable transportation, valid driver's license, required minimum vehicle insurance coverage.
- Ability to spend periods of time sitting and standing, to lift 40 pounds.
- All employees to submit criminal background and driver's license checks, employment is dependent on findings.

**Compensation Range and Benefits:** The salary for this .625 FTE position is \$30,000. Other benefits include generous vacation time, 100% employee health premium coverage for full time employees at 40 hours/week (or 1 FTE) and prorated at .625 premium coverage for this 25 hour/week position; and retirement fund contributions.

All WISE employees are expected to honor staff values and practice ethical communication.

To apply for this position, please submit a cover letter (required) describing your interest in and qualifications with this position along with your current resume and emailed to [abby.tassel@wiseuv.org](mailto:abby.tassel@wiseuv.org).