



Outreach and Evaluation Coordinator

Position Information

Name	Outreach and Evaluation Coordinator	Department	Program
Reports to	Executive Director	Manager	Cynthia White
Executive	Cynthia White	Updated Date	3/25/2022

Objective Statement

Outreach and Evaluation Coordinator

You will lead evaluations for VOCA program services assuring client feedback and reporting requirements are met. You will coordinate, facilitate, and supervise children's victims' therapeutic groups and their parents' advisory/educational meetings. You will outreach to law enforcement, child welfare, and other organizations, providing education on the trauma needs of crime victims. You will connect with child clients' schools to share information and assure educational supports are provided.

Key Responsibilities

- Conduct assessments and program evaluations for all VOCA services and submit reports.
- Assist with or conduct intakes and coordinate case management with other staff.
- Coordinate, supervise, and facilitate therapeutic peer groups and mentoring activities for client victims of crime, assuring their safety during program activities.
- Coordinate or provide child supervision while caregivers attend court hearings or other needed services.
- Conduct outreach to the criminal justice system, DOE, Child Welfare, and other community organizations to enhance services for victims of crime.
- Maintain a database on client victims assuring the highest possible level of confidentiality.

Requirements

Qualifications

Master's degree in human services.

Three years of experience doing program evaluations and reports.

Knowledge of the criminal justice system and victim services.

Skills & Core Competencies



- Judgment/Decision Making. Demonstrate consistent logic, rationality, and objectivity in decision-making. Achieve balance between quick decisiveness and more measured approaches.
- Demonstrate empathy while establishing trusted cooperative relationships with internal and external contacts. Regarded as visible and accessible.
- Pragmatism. Generate sensible, realistic, practical solutions to problems.
- Analysis Skills. Able to identify significant problems and opportunities. Analyze problems in depth. Relate and compare data from different sources. Able to determine root causes and subtle relationships among data from various sources. Exhibits a probing mind. Achieves penetrating insights.
- Conceptual Ability. Ability to deal effectively not just with concrete, tangible issues, but also with abstract, conceptual matters.
- Communication. Able to articulate concepts and issues in verbal and written formats.

Specific Measures of Success/Key Outcomes

Leadership in program and services evaluation.
Complete and timely documentation of services to VOCA clients.
Consistent and effective communication with co-workers and stakeholders.
Establishment of positive relationships with clients.
Expanded network of organizations for the benefit of crime victims.

Compensation & Benefits

- Generous paid time off including 7 observed holidays, and bereavement leave.
- Company provided individual healthcare plans for medical, drug, vision, chiropractic, massage, and dental.

Who We Are

Kids Hurt Too Hawaii (KHTH) is a grass roots non-profit open since 2001, providing services to families with children impacted by parent deaths or separations from divorce, domestic violence, abuse, neglect, or abandonment. Services include therapeutic peer support groups and mentoring activities. The organization focuses on providing a compassionate and caring workplace that supports healing programs for families. Located in downtown Honolulu in the Kukui Center that houses a variety of services for families. KHTH is a strong collaborator with many local non-profits and organizations to help families connect with the community and access beneficial resource.