



**Intercultural Mutual Assistance Association**  
2500 Valleyhigh Drive NW, Rochester, MN 55901  
PHONE: 507-289-5960 FAX: 507-289-6199 [www.imaa.net](http://www.imaa.net)

*IMAA is building bridges between cultures.*

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## **JOB POSTING**

POSITION AVAILABLE:	Victim Services Program Coordinator – 1 full-time position
START DATE:	ASAP
HOURS PER WEEK:	40
STARTING ANNUAL WAGE:	\$20 to \$22 per hour (commensurate with experience)
CONTACT PERSON:	Armin Budimlic, Executive Director ( <a href="mailto:armin.budimlic@imaa.net">armin.budimlic@imaa.net</a> )
APPLICATION PROCESS:	Submit a résumé and a cover letter by mail, email, or in person before the deadline. (No phone calls.)
APPLICATION DEADLINE:	Until Filled
ORGANIZATIONAL MISSION:	Intercultural Mutual Assistance Association (IMAA) is a community based, non-profit organization with a mission to build bridges between cultures. IMAA builds bridges of self-sufficiency through its Family Services, bridges of communication through its Language Services, bridges of hope and safety through its Victim Services, bridges of health through Healthcare Access and Education, and bridges of cultural education and understanding through Community Engagement initiatives.
JOB OVERVIEW:	As the Victim Services Program Coordinator, you will be responsible for overseeing and coordinating the daily activities and tasks aimed at supporting Victims of General Crime. You will work with various partners and stakeholders, including community organizations, legal organizations, law enforcement, social services, and county agencies, to ensure that victims receive the support and resources to build their self-sufficiency. This is an in person position with the possibility to move to one day of remote work a week after successful completion of the 90 day probation period.
DESCRIPTION OF DUTIES:	<ul style="list-style-type: none"><li>• Provide crisis intervention, advocacy, and case management for program clients</li><li>• Conduct intakes and develop individualized plans for program clients to identify short and long-term needs and goals</li><li>• Maintain accurate, confidential client records and case notes in an electronic database</li><li>• Provide navigation services, education, paperwork assistance, and emotional support for clients navigating the legal, criminal justice, social service, and immigration systems</li><li>• Maintain and build collaborative relationships with referral agencies, stakeholders, and other IMAA staff to effectively assist program clients</li></ul>

- Participate in community outreach and education efforts to raise awareness about victim services
- Attend meetings in the community related to victim services
- Submit quarterly and annual reports as required by grant programs
- Provide support for other program as needed and directed by the supervisor

**REQUIRED QUALIFICATIONS:**

To be considered for this position the candidate must have:

- Bachelor's degree from an accredited college or university in Social Work, Psychology, or Criminal Justice or combination of education and experience equivalent to four (4) years of experience as listed in the description of duties. Master's degree is preferred.
- At least two years of direct service experience in victim services or related fields
- Previous experience working with refugee and immigrant populations and/or other diverse populations
- Computer literate, with knowledge and hands on skills with email, Microsoft Office, and G Suite
- Strong communication, interpersonal, and critical thinking skills
- Ability to speak, write, and comprehend English fluently
- Must be a team player with a demonstrated ability to work compassionately with individuals from culturally diverse, underserved populations
- Flexible and adaptable to a fast-paced, fluid work environment
- Self-motivated and able to work independently with minimal supervision
- Ability to complete a free 40 hour Victim Services training that is offered by Olmsted County Victim Services
- Strong commitment to IMAA's mission and values
- A valid Minnesota driver's license and reliable transportation

**PREFERRED QUALIFICATIONS**

The preferred candidate will have:

- Knowledge of local community partners and resources.
- Bilingual and/or multicultural skills.
- Ability to walk a distance.
- Ability to lift up to 20 lbs.
- Knowledge of computers and filing systems
- Knowledge of state and federal statutes regarding victims' rights, domestic violence, criminal sexual conduct, and other crime areas
- Prior experience working with legal systems

**IMAA is an Equal Opportunity Employer**