Job Title: Trauma Response Team Coordinator  
Department: Public Health Collaborative  
Reports To: Trauma Response Team Manager

Position Summary:  
Neighborhood Resilience Project's Trauma Response Team Coordinator is responsible for supporting the Trauma Response Team Manager in implementing the Trauma Response Team. Through conducting one-on-one interviews, the Trauma Response Team Coordinators will support the recruitment efforts within their designated community of Volunteer Trauma Responders. The leaders are expected to bring their own community connections in which to pull Volunteer Trauma Responders.

Essential Job Functions:  
The Trauma Response Team Coordinator will be required to be trained in the following programs and maintain those certificates as required by each program. Mental Health First Aid, Psychological First Aid, Neighborhood Resilience Project’s Behavioral Health Community Organizing Training, Public Safety Training, CPR/First Aid/AED, Neighborhood Resilience Project’s Volunteer Orientation, HIPAA and self-care. Trauma Response Team Coordinators will support the Manager in caring for their volunteers. The Trauma Response Team Coordinators will also work with the Trauma Response Team Manager to communicate the number of volunteers available and to respond to the incident as well with the team and to debrief the incident after it occurs.

This person will be expected to be:  
➢ A self-starter with community connections and experience engaging community members.  
➢ Comfortable talking with individuals on the phone and in person.  
➢ Flexible.  
➢ Patient and calm.  
➢ Willing to learn.

Experience/Minimum Requirements:  
➢ Strategic and creative thinker who is able to transform ideas into action.  
➢ Effective communicator with the ability to expand the agency’s visibility, influence and impact; passionate, compelling and persuasive; comfortable speaking in front of others.  
➢ An advocate who is able to find common ground and discern the use of the organization’s limited resources.  
➢ Skilled at recognizing and creating opportunities and leveraging resources.  
➢ Strong management, leadership and interpersonal skills.  
➢ Excellent oral and written communication skills and the ability to interact in a positive manner.  
➢ Demonstrated problem-solving and workflow management skills. Appropriately applies experience and judgment to plan and accomplish goals. Exhibits comfort operating with a wide degree of latitude.  
➢ Driver’s license with comfort driving a large mobile unit.  
➢ Bachelor’s Degree and/or relevant experience

Work Dress and Time Expectations:
➢ The most common work schedule will be Monday – Friday 9:00 – 5:00, but is flexible around trauma calls and requirements to be on the Trauma Response Mobile unit.
➢ Dress is Business Casual unless otherwise specified by the CEO for specific duties.