



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: VIOLENCE INTERVENTION SPECIALIST

Title: Violence Intervention Specialist

FLSA: Full Time Exempt

Reports To: Violence Intervention Clinical Supervisor

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>.

Summary: The Violence Intervention Specialist, under the Violence Intervention Program of Trinity Health Mid Atlantic (THMA), will provide direct services to individuals affected by violence. The VIP Program will be implemented in the three THMA PA hospitals: Mercy Fitzgerald Hospital, Nazareth Hospital and St. Mary’s Medical Center, along with THMA outpatient support. The Violence Intervention Specialist will be based at one of the designated hospital locations.

The Violence Intervention Specialist will be responsible for coordinating all aspects of client care, including first contact for intake, assessing needs and conducting initial screenings, coordinating services, and performing ongoing case management. This role requires strong commitment to public service, strong interpersonal skills, and a background in working with individuals affected by trauma and violence.

- Duties & Responsibilities:**
- Answer referral line and direct all calls appropriately, including providing resource referrals to other agencies/services if applicable.
 - Collect client information to begin case files and case plans, as well as conduct intake assessments.
 - Coordinate services for clients, in conjunction with the LSW, including counseling, medical care, legal assistance, and other necessary resources.
 - Advocate for clients and act as a liaison with community providers and agencies.
 - Participate in VIP team meetings to discuss and evaluate client progress.
 - Maintain comprehensive, timely and accurate client records.
 - Enter direct and indirect services into Simple Practice and documentation into THMA EPIC system within 2-3 business days from the service.
 - Prepare case management related reports including but not limited to: outcomes, successes, etc.
 - Contribute to community outreach and violence prevention initiatives.

- Provide outreach and facilitate inter-organizational cooperation with community agencies, county services, healthcare professionals, and community groups. This includes victim identification presentations at community sites.
- Adhere to strict boundaries and professional ethics in the care of others.
- Participant in ongoing professional development and training.
- Perform other duties as assigned by the Clinical Supervisor.

- Skills and Knowledge:**
- Experience in case management and coordination of client care
 - Understanding the impact of violence and trauma on individuals and communities, particularly gun and group violence
 - Excellent oral and written communication skills
 - Ability to work with diverse populations and in challenging situations
 - Strong organizational and case management skills
 - Ability to work effectively on a multidisciplinary treatment team
 - Knowledge of community resources and networking ability
 - Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
 - Understanding of confidentiality and ethical guidelines

- Education and Experience:**
- Bachelor's degree in human services (counseling, psychology, social work, etc.).
 - Minimum of 2 years of experience in case management, preferably in violence intervention or trauma-informed care.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time with or without notice.

Hours of Work: This is a full-time, 40 hours per week, position. This position will cover a split shift (11am-7pm or 12-8pm), due to the expected and sudden need for crisis intervention.

Work Environment: Hospital-based out of designated THMA hospital location, with regular travel in the community and other hospital locations.

Travel: Travel to hospital sites, patient homes, community settings and other locations.

EEO Statement: TLC is committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.