

Center for Domestic Peace

Job Description

Job Title: Second Step Bilingual (Spanish) Economic & Occupational Specialist
Hours: Full-time M-F, some evenings, and weekends
Compensation: \$ 60,000
Benefits: Yes - Vacation, medical/dental package plus retirement benefits
Union: Yes

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 41 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

SUMMARY

We are looking for a dynamic and creative individual to enhance the capacity of the Second Step Transitional Housing Program which is an integral part of Center for Domestic Peace continuum of coordinated services that addresses the needs of domestic violence survivors. This program provides 21 units (2 and 3 bedrooms) of transitional housing for families at two separate sites in Marin County to support resident's independence. The program is designed to help survivors attain self-sufficiency and ensure that residents have access to a full range of supportive services that are culturally sensitive. Under the direct supervision of the Second Step Program Manager, this full-time position will assist program residents to stabilize their lives, help them achieve economic, occupational and permanent housing goals and evaluate their progress and outcomes.

PRIMARY JOB RESPONSIBILITIES

- 1.** Conduct initial transitional housing interview and assessment with Second Step applicants.
- 2.** Assist residents by providing counseling and coaching to obtain short and long-term goals regarding safety and security, overcoming barriers, embracing the head of the family, building financial strength, obtaining permanent housing, becoming an agent of change and thriving independently.
- 3.** Train residents on economic development strategies for securing an income that meets basic needs, exceeds debt, budgeting, creating savings and improving credit.
- 4.** Facilitate weekly skill and computer classes, educational and support groups for Second Step residents.
- 5.** Provide advocacy to assist families to meet their goals including housing, childcare, employment, entitlement benefits, legal and medical needs.
- 6.** Facilitate the administration of our financial assistance programs and business development grants.
- 7.** Promote financial asset building and saving habits among Second Step residents so they can be ready to buy a home, start a business, etc.
- 8.** Represent C4DP at collaboration meeting with other service providers in the community; liaison with resource and referral networks; develop and maintain relationships with schools, fire and police departments in the Second Step community.
- 9.** Assist residents to secure education and good paying job that match the Marin County self-sufficiency standard. Explore technology and biomedical companies, business ownership.
- 10.** Develop a pool of Bay Area employers willing to provide internships and training for Second Step residents including top technology, biomedical and real estate agencies.
- 11.** Promote the Second Step resident's council as an integral source of community resources for Second Step residents and develop opportunities for all resident families to exchange resources, provide mutual support and participate in recreational activities together.

- 12.** Produce weekly newsletter for residents which include saving updates, local activities, program news and additional resources.
- 13.** Participate in the operation and maintenance of the residential facilities, monitoring safety and security practices and confidentiality. Member of the emergency staff.
- 14.** Assist families to register for services regarding education, therapy, after school programs, and scholarships for extra curriculum activities.
- 15.** Develop and maintain program record keeping, evaluation tracking system in accordance with funding requirements inclusive of resident files, program statistics, program report for site visits, Salesforce, and ADP timecards.
- 16.** Participate in regularly scheduled team, Full Staff, Direct Services and other meetings as required.

REQUIREMENTS

1. Must be proficient in Spanish (and English) language;
2. Minimum of business or related BA/BS or 4 years of relevant experience in the provision of economic and occupational services to individuals;
3. Certified domestic violence counselor (can be obtained in first 6 months of employment);
4. Computer skills: Microsoft Office/365, Intermediate Excel skills, Salesforce or other data collection software a plus.
5. Have developed crisis intervention counseling and group facilitation skills;
6. Excellent interpersonal and communication, organizational and writing skills;
7. Proven ability to effectively prioritize multiple tasks and manage time accordingly to meet deadlines;
8. Knowledge of Marin County community resources;
9. Excellent oral and written communication skills;
10. Demonstrated knowledge of, and alignment with, the Battered Women's Justice Movement perspectives on batterers, abused and at-risk victims, youth, and children, and progressive movements to end violence;
11. Excellent organization skills, data management experience, and tracking skills;
12. Valid driver's license and auto insurance with liability minimum of \$100k (per person)/\$300k per occurrence), and access to a car during working hours

CENTER FOR DOMESTIC PEACE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

To apply: Please email resume and cover letter to:
Encarny Aguado-Amsems, Second Step Program Manager
eaguado-amsems@c4dp.org
No phone calls please