



Program Director for CSSP/VOCA Program

Coordinate all components of Victim Services Program, including staff supervision, record-keeping and serving as a liaison with the community. Provide and supervise advocacy-based counseling, crisis response and educational services to adolescent and adult survivors of domestic violence, sexual assault, physical assault, bullying, child abuse, stalking and hate crimes. Educate the community about domestic and dating violence, human trafficking and other crimes. Serve as a member of the agency's management team. This position reports directly to the Agency Executive Director.

This is a full-time, salaried, non-exempt position (\$60,320 to \$70,720 depending on experience and qualifications) with a generous benefits package that includes dental, health and vision, 401k, paid time off, tuition reimbursement and life insurance.

Education and Experience

1. A Bachelor's degree from an accredited college or university with a major in Psychology, Social Work, or related field is required, a Master's degree is preferred.
2. Have at least three years of experience working with survivors of abuse or violence.
3. Significant professional, personal or lived experience with the LGBTQ+ community and/or working with communities of color.
4. Demonstrate strong commitment to diversity, equity and inclusion, as well as working knowledge of social justice advocacy.
5. Being bilingual, with the ability to read, write and speak Spanish fluently is preferred and/or willingness to improve Spanish language skills.
6. Excellent written, verbal and technological skills.
7. Availability to work some evenings and weekends.
8. Posses a valid motor vehicle operator's license.
9. Spanish speaking is preferred but not required.

Essential Functions:

All employees of Centro Multicultural La Familia (CMLF) are expected to conduct themselves in a professional manner at all times and comply with the standards set forth in the Employee Handbook and work in reflection with the mission and values of CMLF.

Some of the responsibilities include but are not limited to:

- Supervise Program Coordinator, Client Advocates, Case managers, Administrative Support, and support personnel.

- Forge community relationships through outreach to schools, community groups, and other agencies to increase awareness and expand reach of the VOCA program and services.
- Monitor activities and program goals to ensure compliance with grant objectives and client's goals;
- Monitor client files on a weekly basis to ensure guidelines and procedures are being followed;
- Coordinate procedures for screenings, assessments, and referrals to program and assign them respectively to program Coordinator or client advocates;
- Responsible for maintaining program statistics and writing and submitting monthly, quarterly, and annual reports in compliance with funding requirements and objectives.
- Participate in the hiring of program staff and performance appraisals as needed;
- Work closely with agency Personnel and Accounting Coordinator to keep close monitoring of program budget expenses;
- Represent agency at community meetings and coalitions;
- Delegate tasks as needed to program team;
- Document supervisory meetings with all supervisees on a weekly basis;
- Collect staff activity logs on a bi-weekly basis, analyze performance standards and submit monthly statistics;
- Learns all programmatic rules from the Division of Crime Services at the State level and ensures that supervisees understand rules as well;
- Participates actively in PQI (Performance Quality Improvement) activities and ensures program standards are being met;
- Participate in program evaluation activities and takes an active role in the process for COA accreditation and budget planning;

Other Duties

All other duties as assigned by the Agency CEO within the scope of this position that contributes to the advancement of CMLF as a premier provider of services for people with emotional/mental health/support needs. Performs duties and responsibilities in accordance with applicable safety and health policies and procedures. Job duties may vary based on discipline and population served.

Positions Supervised

Program Coordinator, Client Advocates, Case manager/client support

We are a BIPOC (Black, Indigenous, People of Color) staffed and serving organization. People of color and those with historically marginalized identities are strongly encouraged to apply. If interested, please send your resume and cover letter to Dr. Sonia Acosta at sacosta@centromulticultural.org

CMLF is committed to providing culturally-affirming support services to families in a holistic approach in order to improve their quality of life. We are a private, not-for-profit, mission-driven organization that provides comprehensive services to a diverse community. While most of the clients we serve now are of Latin descent, we strive to offer services to a

broader cultural community. We are proud to be able to offer culturally and linguistically affirming services in the areas of mental health, substance abuse, domestic violence, victims of crime advocacy, parenting education, health education and promotion, wellness workshops, entrepreneurship, radio programming, Exito Educativo and support and interpretation for pregnant people at St Joseph's Women's Center. For more information about our Programs and Services, please visit our website at www.centromulticultural.org.

I have read and understand my job duties and responsibilities as stated above.

Staff signature

Date

Supervisor signature

Date