

CENTRO MULTICULTURAL LA FAMILIA / *Multicultural Family Center*

Job Posting

Program Coordinator for VOCA Program

Under general supervision from the Program Director, this position is responsible for the day-to-day- service delivery, intake process, program development and evaluation of services to adult, adolescent and child survivors of domestic violence, sexual assault and other crimes. The Program Coordinator may be responsible for the supervision of 2 or 4 program staff's caseload and providing training and monitoring to program staff and volunteers. Must also carry own caseload and may run groups. Ability to work with diverse populations. Provides advocacy-based counseling, maintains written records of contacts with clients and participates as a team member in case conferences and acts as a liaison with other community agencies to form service plans. This position reports directly to the Victim Services Program Director or designee.

Education and Experience

1. Possess a Bachelor's degree from an accredited college or university with a major in Human services, Criminal Justice, Social Work or other social services/advocacy area. Master's degree preferred.
2. Has at least 2 years of experience working with families and individuals experiencing trauma and other kinds of violence.
3. Has experience supervising other staff and developing policies and procedures.
4. Has experience with Excel spreadsheets to keep a master list of client demographic data.
5. Posses a valid motor vehicle operator's license.
6. Be bilingual in English and Spanish is desirable as most clients are Spanish-speaking.

Some of the essential functions include but are not limited to:

- Forge community relationships through outreach to schools, community groups, and other agencies to increase awareness and expand reach of the Victim Services program and services;
- Monitor activities and program goals to ensure compliance with grant objectives;
- Assists program Director with file reviews on a quarterly basis to ensure guidelines and procedures are being followed;
- Assist victims in filing applications for crime victim compensation;
- Coordinate procedures for screenings, assessments, and referrals to program and assign them respectively to client advocates or self;
- Provide individual and group advocacy-based counseling, emotional support and advocacy;
- Document supervisory meetings with supervisee on a weekly basis;
- Learns all programmatic rules for new VOCA program and ensures that supervisee understands rules as well;

- Participate in program PQI and Evaluation activities;
- Assists with reporting to funders and intake procedures;
- Other duties as assigned by Program Director or designee.

All other duties as assigned by the agency CEO or Victim Services Program Director 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.

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

Staff signature

Date

Supervisor

Date