

Job description

About us

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 Hispanic descent, we strive to offer services to a broader cultural community.

We are proud to be able to offer culturally and linguistically competent services in the areas of mental health, substance abuse, domestic violence, victims of crime advocacy, parenting education, health education and promotion, wellness workshops, Exito Educativo and support and interpretation for pregnant women at St Joseph's Women Center.

CENTRO MULTICULTURAL LA FAMILIA

Program Coordinator for CSRUV Program

Under general supervision from the Program Director, this position is responsible for the day-to-day- service delivery, 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 1 or 2 staff's caseload. In collaboration with the Volunteer Coordinator and other staff, the CSRUV Coordinator will provide training and monitoring to program staff and CSRUV volunteers. Must also carry own caseload and may run groups. Ability to work with diverse populations. Provides trauma- informed counseling and advocacy, maintains records of contacts with clients and participates as a team member in case management 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, or social services/advocacy-related program. 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 or overseeing projects
4. Excellent oral and written communication skills to assist in developing procedures and policies. Spanish language skills and excellent English written language skills are a must.
5. Has knowledge and experience with Google Suite, data entry and ability to learn technical skills.
6. Posses a valid motor vehicle operator's license.

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
- In collaboration with the Program Director, monitor activities and program goals to ensure compliance with grant objectives and reporting requirements
- Have a small caseload of clients to provide direct services, counseling and advocacy

- Coordinate procedures for screenings, assessments, and referrals to program and assign them respectively to client advocate or self
- Assist in creating and leading support groups and/or community programs
- Represent Centro at designated community meetings and coalitions
- Document supervisory meetings with supervisees on a weekly basis
- Learn all programmatic rules for CSRUV Program and ensure compliance
- Participate in program evaluations and client assessments
- Works in collaboration with CSRUV Program Director on grant reporting, database management and related funder requirements
- Coordinate activities and services in collaboration with other agencies: Covid Response Network, Adopt a Family, etc.
- Coordinate CSRUV related events and Program meetings with other program directors
- Promote communication and collaboration among the CSRUV team and all staff at the organization.
- Other duties as assigned by Program Director or designee.

We are a minority staffed and minority serving organization. People of color and historically marginalized individuals are strongly encouraged to apply.

We provide an excellent benefits package including, medical, dental and vision insurance, paid vacation and holidays, flexible schedules, 401K plan, tuition reimbursement and a family-friendly atmosphere.

Job Type: Full-time

Salary: \$24.00 - \$25.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

All staff and clients are required to wear a mask, and to complete a daily screening to enter the building.

Education:

- Bachelor's (Required)

Language:

- Spanish fluently (Required)

**Interested candidates please send a cover letter and resume to Elizabeth Benouaguef, CSRUV
Program Director: ebenouaguef@centromulticultural.org**