

**Center for Domestic Peace
JOB ANNOUNCEMENT**

TITLE: Bilingual (English/Spanish) Case Manager
HOURS: 40 hrs/week (some evenings)
COMPENSATION: \$60,000 annual @ 1.0 FTE*
BENEFITS: Vacation, medical, vision and dental package
STATUS: Non-exempt/Union
START: Immediately

* A training rate of \$2,500 to \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 44 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 hotline; emergency shelter; 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.

Position Overview

This full-time position will provide case management for the therapy program at C4DP. The program includes weekly multi-family therapy groups for survivor parents and their children as well as individual therapy sessions for survivors and their children. The Bilingual Case Manager will support a team of mental health professionals in implementing the groups and sessions with a focus on reaching Latino families. The Bilingual Case Manager will receive intake referrals and screen potential clients of the therapy program, and assess therapy clients to develop case plans. This position will be supervised by the Children, Youth and Community Prevention Division Director and work closely with clinical therapy team. This position will be working with a team of qualified, licensed therapists and their clinical supervisor.

Responsibilities

1. Conduct intakes, screening, and scheduling appointments for individual, family and group therapy, including child witnesses of domestic violence and their victim-parent.
2. Provide administrative support, coordination and logistical preparation for all therapy and support groups.
3. Provide immediate domestic violence counseling and safety planning.
4. Receive, coordinate, and provide referrals for the program to ensure the integration of a coordinated system-wide response to children who have witnessed domestic violence and their survivor parent.
5. Meet with therapy clients in person or by phone or video call to create a case management plan.
6. Provide follow up consultation, as needed.
7. Represent Center for Domestic Peace therapy programs at community collaborative groups.
8. Document interactions, outcomes, and recommended case plans.
9. Serve as a liaison with the clinical therapy team, participants and clients, and a wide variety of community service providers.
10. Participate in required meetings and training as requested.
11. Always maintain confidentiality and exercise professional judgment in keeping with the responsibility for the care and welfare of youth and families.

12. Maintain and exercise cultural awareness and sensitivity to diversity.

Requirements

1. **Either** possession of a Master's degree from an accredited institution in social work, psychiatric nursing, psychology, counseling or a closely related field **or** 3-5 years of clinical case management experience in a mental health setting. The experience must have included screening, assessment, treatment planning, providing referrals, and follow up.
2. 2-3 years of experience providing case management services to children, families, and at-risk populations.
3. Bilingual in English Spanish, both verbal and written, preferred.
4. Ability to work some evenings each week, occasional weekends.
5. Ability to conduct intake, assess survivor and child witness needs, develop case management plans, and provide follow up and referrals for families and caregivers.
6. Able to effectively handle mental health crisis, establish priorities for timely service delivery, and work as a team with the clinical therapy staff during crisis.
7. Successful completion of a certified domestic violence counselor training course (may be completed upon hire).
8. Intermediate - advanced computer skills, including use of Microsoft Office suite, Asana, Salesforce, Zoom and other computer programs related to service delivery, with the ability to learn new software, as needed.
9. Knowledge of and alignment with the battered women's justice movement perspective on batterers, abused and at-risk women, youth, and children, and progressive movements to end violence against women.
10. Public speaking skills in English and Spanish.
11. Demonstrated cultural competency skills and sensitivity to diverse cultural values and norms.
12. Ability to draft concise reports and evaluations.
13. Excellent judgment and decision-making skills, adherence to program protocols, and maintenance of professional boundaries.
14. Ability to work with community collaborators. Knowledge of Marin County community resources preferred.
15. Valid driver's license, auto insurance, and vehicle required.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYEE

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

TO APPLY:

Submit current resume with a cover letter to (no calls please)

Children, Youth and Community Prevention Division Director at Center for Domestic Peace

734 A Street, San Rafael, CA 94901

Or email to mkehoe@c4dp.org