

# Center for Domestic Peace

## Job Description

---

<b>Job Title:</b>	<b>Economic &amp; Occupational Specialist - Bilingual (Spanish)</b>
<b>Hours:</b>	<b>Full-time M-F 10am-6pm, some evenings, and weekends</b>
<b>Compensation:</b>	<b>\$33.19 per hour</b>
<b>Location:</b>	<b>San Rafael, on site work is required with some remote flexibility</b>
<b>Benefits:</b>	<b>Yes, vacation, medical/dental package plus retirement benefits</b>
<b>Status:</b>	<b>Non-Exempt/Union</b>
<b>Start:</b>	<b>Immediately</b>

Applicants not meeting minimum requirements may be considered with a per annum reduction if \$2,500-\$5,000 for up to six months while receiving job training.

**CENTER FOR DOMESTIC PEACE** is a non-profit organization founded in 1977, 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.

### **POSITION OVERVIEW**

Second Step provides 21 units of transitional housing at two separate sites in Marin County with comprehensive supportive services for domestic violence survivors and their children. Supportive housing services include participation in a dedicated on-site Economic Empowerment Program designed to increase resident's economic self-sufficiency that includes educational classes such as how to start and run a business. Second Step also offers case management, individual counseling, support groups, crisis intervention, skill-building workshops and assistance securing long-term permanent housing.

We are looking for a dynamic and creative Economic and Occupational Specialist to engage and motivate our Transitional Housing residents, with a strong understanding of personal finances and the ability to teach that knowledge to others. The Economic and Occupational Specialist is responsible for assisting residents in developing plans to reach their goals and achieve financial stability. The Specialist will provide financial literacy, financial planning, budgeting, saving, as well as occupational counseling and education individually and group settings. They will enhance the capacity of the Second Step program to help survivors attain self-sufficiency and ensure that residents have access to a full range of supportive services that are culturally sensitive. This full-time position is supervised by the Second Step Transitional Housing Services Director.

### **PRIMARY JOB RESPONSIBILITIES**

- 1.** Provide initial interview and assessment with Second Step applicants.
- 2.** Provide one-on-one financial and occupational counseling with residents and assess and resolve current financial challenges, while providing a wide lens towards securing an income that meets basic needs, exceeds debt, meets budgeting, creates savings, and improves credit.
- 3.** Assist residents to secure education and good paying jobs that match the Marin County self-sufficiency standard. Explore technology, biomedical and business ownership.
- 4.** Provide first time homebuyer education in a group or one-on-one session.
- 5.** Schedule and deliver workshops and trainings on topics such as budgeting, savings, banking products, credit building, identity theft, etc.
- 6.** Understand and collaborate with Marin County resources such as employment, career development, and educational opportunities.
- 7.** Communicate with local agencies, property managers, landlords and community stakeholders to assist program residents securing housing.

8. Provide coaching to obtain short and long-term goals regarding safety and security, overcoming barriers, embracing the head of the family and thriving independently and provide tools, resources and accountability for residents to help them meet their goals.
9. Facilitate the administration of the of our financial assistance programs and business development grants.
10. 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.
11. Promote the Second Step's Resident 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 e-newsletter for residents at Second Step 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.
14. Develop and maintain program record keeping, evaluation and tracking system in accordance with funding requirements inclusive of resident files, program statistics, program report for site visits, Salesforce, and ADP timecards.
15. Participate in weekly team, full staff, direct services, and other meetings as required.

### **POSITION REQUIREMENTS**

1. Minimum of BA or 2-4 years of relevant educational training and experience as an economic empowerment coach or specialist;
2. 2-4 year's experience providing workshops, trainings, and one-on-one adult coaching on financial and occupational empowerment; 2 year's experience engaging and increasing community resources for program participants, especially in the areas of employment, career development, internships and education;
3. Completion of 40-hour domestic violence advocacy training;
4. Must be proficient in Spanish (and English) language, verbally and in writing;
5. Computer skills: Microsoft Office/365, Intermediate Excel skills, Salesforce, ADP, or other data collection software a plus.
6. Developed crisis intervention counseling;
7. Developed group facilitation skills;
8. Excellent communication skills, verbally and written;
9. Exceptional organizational skills with proven attention to detail.
10. Demonstrated success working and communicating effectively in a multi-cultural environment.
11. Proven ability to effectively prioritize multiple tasks and manage time accordingly to meet deadlines;
12. Knowledge of Marin community economic empowerment resources;
13. Excellent oral and written communication skills;
14. 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;
15. Excellent organization skills, data management experience, and tracking skills;
16. 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;
17. Ability to lift 30 pounds.

### **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, Second Step Program Director

[eaquado@c4dp.org](mailto:eaquado@c4dp.org)

No phone calls please