Center for Domestic Peace
IN THIS TOGETHER BILINGUAL PROGRAM ADMINISTRATOR
JOB ANNOUNCEMENT

Job Title: IN THIS TOGETHER Bilingual Program Administrator

Hours: Average of 15 hours per week
Compensation: $26.52 per hour
Status: Exempt
Benefits: Sick-leave
Start: Immediately

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 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.

SUMMARY
C4DP has built a team of mental health professionals to lead group therapy for children and youth who have witnessed domestic violence, and their survivor-parent as part of IN THIS TOGETHER (ITT), the organization’s family and group therapy program. The ITT Bilingual Program Administrator will support weekly family and group therapy sessions to address the mental health needs of survivor parents and their children ages 0-18. This position is supervised by the Children, Youth and Community Prevention Division Director.

PRIMARY JOB RESPONSIBILITIES
1. Assist with intakes for IN THIS TOGETHER program participants and their families.
2. Provide support to the clinical teams to conduct groups on Zoom.
3. Disseminate weekly curriculum to clinical team along with materials needed for weekly groups.
4. Provide administrative support for Dominican University Evaluation Team:
   a) Ensure all needed documents are completed in a timely manner to share information to complete evaluation, such as consent forms and releases of information for all participants
   b) Communicate with the Evaluation Team when there are participant needs that are disclosed during evaluation meetings
   c) Ensure that all information provided to Evaluation Team is up to date and accurate on an ongoing basis.
5. Track attendance for groups and evaluation program to ensure all notes are entered into Salesforce.
6. Maintain and exercise cultural awareness and sensitivity to diversity.
7. Provide case management and safety planning for participants as needed.
8. Ability to have a flexible schedule.
REQUIREMENTS
1. Knowledge of the IN THIS TOGETHER therapy program.
2. Case management experience, including conducting mental health intakes and communication with participants concerning their needs and needs of their children.
3. Familiarity with excel, Microsoft office suit, Zoom platforms, and Salesforce.
4. Excellent written and oral communication skills.
5. Familiar with mental health resources in Marin County.
6. Excellent computer and documentation skills.
7. Excellent work habits, adherence to program protocols and maintenance of professional boundaries.
8. 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.
9. Demonstrated cultural awareness skills with the ability to build a common agenda.
10. Host group sessions includes working until 7 PM 1 -2 times a week.
11. Criminal justice clearance and fingerprinting as required by C4DP.
12. Valid California driver's license, auto insurance, and vehicle required.

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: Submit resume with a cover letter to:
Children, Youth and Community Prevention Division Director
mkehoe@c4dp.org

No Phone Calls Please