

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

Job Title:	IN THIS TOGETHER Bilingual Program Administrator
Hours:	Part Time 20 hours per/week
Compensation:	\$26.94 hourly (includes Bilingual Premium)
Status:	Non-Exempt/Union
Benefits:	Vacation, medical coverage, sick leave, holidays, retirement pay
Start:	Immediately

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 45 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. This position will provide the support needed to bridge the technological divide between our survivor clients and the need for therapeutic services online. The ITT Bilingual Program Administrator will support the Case Manager and assist clients with participation in weekly online multifamily and individual family therapy sessions to address the mental health needs of survivor parents and their children ages 0-18. This position is supervised by the Advocacy Services Manager.

PRIMARY JOB RESPONSIBILITIES

1. Assist with intakes for IN THIS TOGETHER program participants and their families.
2. Provide technology training and tech support to ITT therapy clients to ensure connectivity during zoom-based therapy groups, especially Marin County's African American, Latinx and rural communities.
3. Assist service users with COVID-19 related challenges such as food access, rental assistance, connection with other service organizations, and job searches.
4. Ensure completion of digital consent forms.
5. Provide tech training and support to clinicians to conduct groups on Zoom.
6. Track attendance for groups and evaluation program to ensure all notes are entered into Salesforce.
7. Salesforce data entry entered daily.
8. Maintain and exercise cultural awareness and sensitivity to diversity.
9. Provide safety planning for participants as needed.
10. Respond to the needs of therapy participants through knowledge of additional services available in the community and provide services addressing fluctuating needs and circumstances resulting from the impact of the COVID pandemic.

11. Conduct evaluation interviews with ITT therapy participants on an ongoing basis.
12. Ability to have a flexible schedule.

REQUIREMENTS

1. Bilingual English and Spanish skills, written and verbal.
2. Certified Domestic Violence Counselor including completion of 40 Hour Domestic Violence Advocate Training (may be completed after hiring).
3. 1-2 years' experience providing tech training and support to beginner tech users.
4. 1-2 years' experience conducting program intakes and maintaining communication with participants concerning their needs and the needs of their children.
5. Intermediate to advanced tech skills including Excel, Microsoft Office Suit, Google Forms, Asana, and Zoom platforms.
6. One or more years' experience with Salesforce data entry.
7. Excellent written and oral communication skills.
8. Familiar with mental health resources in Marin County.
9. Excellent work habits, adherence to program protocols and maintenance of professional boundaries.
10. 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.
11. Demonstrated cultural awareness skills with the ability to build a common agenda.
12. Availability to work in the evening and weekends.
13. Criminal justice clearance and fingerprinting as required by C4DP.
14. 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 at Center for Domestic Peace

734 A Street, San Rafael, CA 94901

Or email to mkehoe@c4dp.org

No Phone Calls Please