

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

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| <b>Job Title:</b>    | IN THIS TOGETHER Bilingual Program Administrator  |
| <b>Hours:</b>        | Monday-Friday 9am-5pm, Thurs. 11am-7pm, Hybrid position with some work required on site in San Rafael |
| <b>Compensation:</b> | \$55,000 annual   |
| <b>Status:</b>       | Non-exempt/Union  |
| <b>Benefits:</b>     | Vacation, medical/dental package, retirement  |
| <b>Start:</b>        | Immediately   |

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**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. To prevent exposure to Covid-19 and still provide therapeutic services the position will facilitate ongoing provision of ITT online at this time. This position will provide the support needed to bridge the technological divide between our survivor service users and the need for therapeutic services in the age of Covid-19. The ITT Bilingual Program Administrator will support 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 Children, Youth and Community Prevention Division Director.

**PRIMARY JOB RESPONSIBILITIES**

1. Provide technology training and tech support to ITT therapy clients to ensure connectivity during zoom-based therapy groups.
2. Assist clients with Covid-19 related challenges such as food access, rental assistance, connection with other services organizations, and job searches.
3. Provide tech support to therapy to ensure completion of digital consent forms.
4. To reduce pandemic induced isolation and bridge the technological divide within marginalized communities, create and offer relevant tech training and support sessions, and assist underserved survivors with connecting to local and state resources to provide equitable access to technology.
5. Assist with intakes for IN THIS TOGETHER program participants and their families.
6. Provide tech training and support to clinicians to conduct groups on Zoom.
7. Disseminate weekly curriculum to clinical team along with materials needed for weekly groups.
8. 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.
9. Track attendance for groups and evaluation program to ensure all notes are entered into Salesforce.
  10. Enter Salesforce data daily.
  11. Maintain and exercise cultural awareness and sensitivity to diversity.
  12. Provide safety planning for participants as needed.
  13. Conduct evaluation interviews with ITT therapy participants on an ongoing basis.
  14. Ability to have a flexible schedule.

## **REQUIREMENTS**

1. College degree and/or 2-4 years relevant experience in community-based organizations in an administrative role.
2. 1-2 years experience providing tech training and support to beginner tech users.
3. Familiar with trauma-informed services for child witnesses of domestic violence and their non-abusing parent.
4. 1-2 years experience conducting program intakes and maintaining communication with participants concerning their needs and needs of their children.
5. Bilingual English and Spanish skills, written and verbal.
6. Certified Domestic Violence Counselor including completion of 40 Hour Domestic Violence Advocate Training (may be completed after hiring).
7. Intermediate to advanced tech skills including Excel, Microsoft Office Suit, Google Forms, Asana, and Zoom platforms.
8. One or more years' experience with Salesforce data entry.
9. Excellent written and oral communication skills.
10. Familiar with mental health resources in Marin County and larger Bay Area.
11. Excellent work habits, adherence to program protocols and maintenance of professional boundaries.
12. 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.
13. Demonstrated cultural awareness skills with the ability to build a common agenda.
14. Availability to work evening and weekends.
15. Ability to work on-site in San Rafael, CA as required.
16. Criminal justice clearance and fingerprinting as required by C4DP.
17. 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: [garagon@c4dp.org](mailto:garagon@c4dp.org)

***No Phone Calls Please***