



Our Mission

Coalition for Family Harmony provides direct services to victims of domestic violence and sexual assault; to educate the community regarding violence against women, children and men; to prevent the cycle of violence.

Employment Opportunities

February 5, 2020

To apply for an open position, please submit your resume and a cover letter indicating the position for which you are applying to:

Coalition for Family Harmony

Attn: Mayra Pompa, Human Resources Coordinator

1030 N. Ventura Road

Oxnard, CA 93030

PH: 805.983.6014 ext.1134 Fax:

805.983.6240

jobs@thecoalition.org

Current Job Openings: (Job descriptions attached)

- **RAPE CRISIS MOBILE COUNSELOR:** Part Time (10 hours per week)
- **RAPE CRISIS ON CALL ADVOCATE:** Part Time- on call
- **RAPE CRISIS OUTREACH SPECIALIST:** Part Time (up to 20 hours per week)
- **CONTROLLER:** Full time
- **ROPP Therapist:** Full time
- **SHELTER CLIENT ADVOCATE:** Pool Staff On Call as necessary – *ongoing*
- **BATTERER’S INTERVENTION GROUP FACILITATOR:** (Certified and Bilingual Preferred) - *ongoing*

EEO

Coalition for Family Harmony is proud to be an equal employment opportunity employer; all applicants will be given full consideration under state, local, and federal law.



RAPE CRISIS MOBILE COUNSELOR

Job Classification: Part-Time, 10 hours (Fridays (preferably) or Tuesdays from 1-7PM))
Salary Range: \$17-\$19 DOE per hour; paid semi-monthly
Department: Rape Crisis Program
Reports to: Rape Crisis Program Manager
Location of job: One Step a la Vez in Fillmore; possible co-located spaces in Ventura County

SUMMARY OF POSITION

The Rape Crisis Mobile Counselor will provide counseling services to victims of sexual assault and other forms of gendered violence including Intimate Partner Violence, deliver advocacy, and will coordinate and plan trainings and/or presentations for partnering agencies that house the Rape Crisis Mobile Counselor. The majority of the fundamental job requirements occur with third party community partners. Emphasis is placed on ensuring that victims of sexual and gendered violence are supported with crisis counseling, long term counseling, and advocacy around victim rights, reporting options, and support with accompaniment to forensic exams or interviews with law enforcement. This position also fulfills Coalition for Family Harmony's mission of educating the community on the impacts of sexual violence by providing quality education and outreach with partnering agencies.

Fundamental Job Requirements

Counseling Component

- Provide therapy to victims of sexual and/or gendered violence and their support person(s); a significant portion of this community is part of the LGBTQ+ community.
- Maintain weekly therapy records including counselor notes and records of payment; complete weekly and monthly statistical reports; maintain all case files and corresponding client documentation.
- Conduct client intakes and collect required documentation; prepare client assessments, treatment plans, exit interview and other client documentation.
- If applicable, run a support group for victims of sexual assault.
- Attend required individual and group supervision with appropriate Clinical Supervisor and mandatory weekly Rape Crisis Center Staff Meeting.
- Cultivate professional collaborations with outside agencies in order to streamline appropriate referrals to clients.
- Provide training to support to our 40-hour Sexual Assault Violence Training.
- Other duties as assigned by Rape Crisis Program Manager.

Advocacy

- Proactive interaction with One Step youth through dialogue and engagement; this engagement includes, but is not limited to, building rapport with youth by participating in One Step a la Vez's teen center culture (e.g. eating with the youth during the Center's scheduled family meal, participating in center programming), creating youth activities, or walking through common areas and checking in with youth, and more.
- Meet with the Executive Director of One Step, when applicable, to provide updates and/or suggestions for youth programming.
- Prepare and administer educational trainings and/or presentations on themes related to sexual assault ranging from (but not limited to) sexual assault, affirmative consent, dating violence, stalking, healthy relationships and other related topics requested by community member.
- Advocate for client needs with law enforcement, district attorney's office and other outside agencies.
- **Support the 24/7 Rape Crisis Accompaniment Calendar (shifts are distributed equitably across team members during the week and weekends)—must respond to calls within one hour.**

Schedule

- This position is expected to work once a week on a Friday (or Tuesday) from 1-7PM, however, hours will be adjusted to reflect the needs of clients at the respective hosting agency. Any additional co-locations will be discussed.
- As indicated in Advocacy responsibilities, this position supports the 24/7 Rape Crisis Accompaniment Calendar and respond to calls in Ventura County within one hour.
- Arriving for your shift on time is an essential requirement.

Educational Requirements

- Must be participating in an accredited Master's level Counseling program and be a MFT Associate. Significant experience working with marginalized youth may be considered in lieu of an associate status.

Certifications

- Must obtain Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.
- Must obtain Domestic Violence Counselor certification that meets the requirements under California Evidence Code 1037.1 within one year of hire date.

Knowledge Base/Skills

- Sexual violence often intersects with intimate partner violence, as such, knowledge base around cycles of domestic violence is necessary.
- Strong LGBTQ+ cultural sensitivity and experience working with LGBTQ community.
- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Regularly expanding knowledge base on topics of gendered violence, impacts of sexual assault and domestic and on the community, working with survivors of violence, and more by reading literature, blog and news posts, etc. is expected.
- Quality public speaking skills ranging from small to very large audiences is a requirement.

Physical Requirements

- Ability to speak English fluently is a requirement; ability to speak Spanish is preferred.
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- Work sites are divided across co-located spaces within the community. The environment of each of these co-located spaces will be evaluated and discussed with this position before confirming our presence.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

Mental/Social Requirements

- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.
- Ability to communicate and write clearly and professionally is required.
- The ability to demonstrate navigating crisis and solving problems independently and using one's own initiative, using best judgment and critical thinking skills is a requirement.
- Must maintain a positive, friendly, and welcoming attitude with staff, community members, and volunteers within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with staff, community members and volunteers.

OTHER INFORMATION

- Must pass extensive background check.
- Candidate must have access to a reliable automobile to travel to different work site locations in Ventura County.
- Travel may be required for this position. Modes of transportation expected for this position to utilize are by automobile or airplane.



RAPE CRISIS ON-CALL ADVOCATE

Job Classification: Part Time, On Call

Salary Range: Up to \$17.00 per hour; advocate will be paid for any accompaniments and mileage

Department: RCP

Reporting Manager: Rape Crisis/LGBTQ+ Program Manager

Location of job: Safe Harbor locations (Ventura, Simi) or safe locations approved by our SART Team

SUMMARY OF POSITION

The Rape Crisis On-Call Advocate is a member of the Rape Crisis Center that provides direct client advocacy to survivors of sexual violence and/or intimate partner violence via our 24-7 hour Rape Crisis Accompaniment Calendar. On-call Advocates respond to accompaniment calls to our Safe Harbors or locations approved by our Sexual Assault Response Team (SART) within *one hour* in order to provide support to victims of sexual violence. Advocates will work closely with members of our Sexual Assault Response Team (SART), including forensic nurses, law enforcement, District Attorney, and other community partners. An ideal candidate for this position will have strong advocacy skills that embrace understanding and compassion, and have demonstrated cultural sensitivity working with vulnerable communities.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements.

- Participate in our 24-7 Rape Crisis Accompaniment Calendar to provide advocacy and emotional support to survivors of sexual violence via accompaniments to forensic exams and interviews.
 - *Advocate must respond to calls within ONE hour of receiving notice of the accompaniment.*
- Provide support during the hours of Monday through Friday from 5PM-8AM (overnight shift) and Saturday and Sunday from 8-5PM or 5PM-8AM.
 - *Advocate will work with our SART Coordinator to select a shift(s) that works for them.*
- Provide referrals, assessments, crisis intervention, advocacy, follow-up services for victims of sexual/intimate partner violence.
- Advocate for client needs with law enforcement, district attorney's office and other outside agencies
- Works collaboratively with SART Coordinator and Rape Crisis Program Manager to prepare and distribute sexual assault prevention/intervention materials to the community
- Submits Rape Crisis Initial Contact paperwork, client consent forms, provides client demographic information, and submit timesheets in a timely manner to our SART Coordinator.
- Performs other duties as assigned by Management Team.

Other Duties

- Collaborate with SART Coordinator, Housing Services, and Mobile Advocacy Services to ensure coordinated support when applicable.
- Research and stay abreast of current information on issues pertaining to sexual assault/gendered violence be it social media, academic articles and blogs.

Schedule

- The shifts that will be supported for this position are during the hours of Monday through Friday from 5PM-8AM (overnight shift) and Saturday and Sunday from 8-5PM or 5PM-8AM.

- Advocate will select a shift(s) that work with their schedule.
- **Shifts begin and end 30 minutes before the actual shift.** For example, the 5PM-8AM, begins at 4:30PM and ends at 7:30AM. The shift from 8-5PM begins at 7:30AM and ends at 4:30PM.
- **Being available for the complete shift is an essential requirement.**

Educational Requirements

- Participation in an accredited Master's level Counseling program is required or hold a Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.

Certifications

- Certification as Domestic Violence and Sexual Assault Counseling certification highly preferred.
- Must obtain Domestic Violence Counselor certification that meets the requirements under California Evidence Code 1037.1 within one year of hire date.
- Must obtain Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.
- Must attend our LGBTQ+ 101 Training within 6 months of hire date

Knowledge Base/Skills

- Regularly expanding knowledge base on topics of gendered violence, impacts of domestic and sexual assault on the community, working with survivors of violence, and more by reading literature, social media, blog and news posts, etc. is expected.

Physical Requirements

- Ability to speak English fluently is a requirement. Bilingual (English and Spanish) preferred but not required.
- Must have the ability to communicate with clientele and community members over the phone for follow-up within 72 hours and in person for the accompaniment call.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

Mental/Social Requirements

- Must maintain a positive, friendly, and welcoming attitude with survivors, SART team, staff, community members, and volunteers.
- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with survivors, staff, community members and volunteers.
- The ability to demonstrate navigating crisis and solving problems independently and using one's own initiative, using best judgment and critical thinking skills is a requirement.

OTHER INFORMATION

- Must pass extensive background check
- Requires reliable means of transportation. Modes of transportation expected for this position are by automobile.



RAPE CRISIS OUTREACH SPECIALIST

Job Classification: Regular Part Time, 20 hours per week

Salary Range: \$17.00 - \$19.00 per hour

Department: Rape Crisis Program

Reporting Manager: Rape Crisis/LGBTQ+ Program Manager

Location of job: Main Office 1030 N. Ventura Rd, Oxnard, 93030

Summary of Position

The Rape Crisis Outreach (RCO) Specialist will support the Coalition for Family Harmony's Rape Crisis Program in two primary ways. The Rape Crisis Outreach Specialist will create and deliver educational presentations and provide outreach to Ventura County community members/organizations/partners. The RCO Specialist will also provide direct client services and advocacy, including support on our 24-hour Accompaniment Calendar. Emphasis is placed on navigating time between direct services and educational outreach, as needed. Additional projects or administrative tasks aimed at supporting the Rape Crisis Center may also be added. An ideal candidate for this position will have knowledge of sexual assault/gendered violence, work well with little supervision, have demonstrated cultural competency of various communities and possess strong public speaking and organizational skills.

Essential Functions

Fundamental Job Requirements

- Develops presentations on various topics ranging from (but not limited to) sexual assault, affirmative consent, dating violence, stalking, healthy relationships and other related topics requested by community members.
- Prioritizes support for Sexual Assault Awareness Month (April), Teen Dating Violence Awareness Month (February), and Domestic Violence Month (October).
- Takes the lead with community outreach, including tabling at (but not limited to) schools, non-profits, police briefings, and community organizations, which can take place outdoors.
- Responsible for preparing outreach cart with necessary literature and supplies.
- Cultivates professional collaborations with outside agencies regarding survivor-centered services, counseling, and community outreach.
- Works closely with community partners, Safe Harbor personnel, law enforcement, college/school administrators, court personnel, and so forth.
- Provides crisis counseling support as needed for our walk-in clinic
- Provides support to the SART Coordinator for accompaniments during business hours as needed.
- Performs other duties as assigned by Management Team.
- **Support the 24/7 Rape Crisis Accompaniment Calendar and respond to calls within one hour.**
- **Shifts 8-5PM and 5PM-8AM are distributed equitably across team members & include weekend shifts & overnight weekday shifts.**

Other Duties

- Provides support to SART Coordinator for accompaniments during business hours Research and stay abreast of current information on issues pertaining to sexual assault/gendered violence with attention to social media, academic articles and blogs.
- Provides crisis counseling as needed during our walk-in clinic
- Attends weekly Rape Crisis Center staff meetings
- Update our SA Educational Corner Bulletin, as needed.

- Track inventory of supplies for survivors and purchase supplies as needed
- Track statistics for monthly, quarter and annual reports.
- Administrative support as needed, which includes, but is not limited to, ordering supplies, updating our database, scanning documents, etc.

Schedule

- The schedule for this position is Monday to Friday 8am – 5pm. However, this position adapts to requests for outreach and presentations. Occasional weekends and after hours outreach/presentations.
- Due to the after-hour and weekend outreach and presentations, a flexible schedule may be created on days the outreach/presentations will take place.
- **Arriving for your shift on time is an essential requirement.**
- This position is eligible for overtime benefits.

Educational Requirements

- Bachelor's Degree in a psychology, sociology, social services, or other applicable field required.

Certifications

- Certification as Domestic Violence and Sexual Assault Counseling certification highly preferred.
- Must obtain Domestic Violence Counselor certification that meets the requirements under California Evidence Code 1037.1 within one year of hire date.
- Must obtain Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.

Knowledge Base/Skills

- Quality public speaking skills ranging from small to very large audiences is a requirement.
- Must be relatable to college and high school youth.
- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Ability to prepare and provide basic troubleshooting for a variety of technology, including televisions, CD/DVD's, laptops, desktop computers, projectors, and more.
- Basic knowledge of general office equipment is required.
- Regularly expanding knowledge base on topics of gendered violence, impacts of domestic and sexual assault on the community, working with survivors of violence, and more by reading literature, social media, blog and news posts, etc. is expected.

Physical Requirements

- Ability to speak English fluently is a requirement. Bilingual (English and Spanish) Preferred but not required.
- Must be able to pull rolling outreach cart (up to 20lbs) to different events and set up a canopy, if needed.
- Must have the ability to communicate with clientele and community members over phone, electronic correspondence and in-person.
- The majority of the fundamental job requirements occur inside the agency's main headquarters. This position is stationed in an office not accessible by the public.
- Central air and heating is available and can be controlled by staff or by supervisor when thermostat is not accessible.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

Mental/Social Requirements

- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.

- Ability to communicate and write clearly and professionally is required.
- The ability to demonstrate navigating crisis and solving problems independently and using one's own initiative, using best judgment and critical thinking skills is a requirement.
- Must maintain a positive, friendly, and welcoming attitude with staff, community members, and volunteers within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with staff, community members and volunteers.

OTHER INFORMATION

- Must pass extensive background check
- **Travel may be required for this position.** Modes of transportation expected for this position to utilize are by automobile or airplane.
- The option to **telecommute** (or to perform essential job duties at home) is assessed on a case-by-case basis by Reporting Manager and, if necessary, by others on the management team.



CONTROLLER

Job Classification: Regular FULL TIME
Salary Range: DOE; Salary Exempt, paid semi-monthly
Department: Administration
Reporting Manager: Executive Director
Location of job: Coalition Main Office

SUMMARY OF POSITION

The controller position is accountable for the accounting operations of the organization, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the organization's reported financial results, and ensure that reported results comply with generally accepted accounting principles and financial reporting standards. The Controller works collaboratively with the Executive Director and Leadership Team to prepare budgets, and other financial reports.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Ensures compliance with state and federal laws and regulations regarding accounting principles
- Oversees organization's payroll and subsequent payroll documentation
- Prepares financial statements and reports for internal and external use as directed by Executive Director.
- Manages the annual audit and all corresponding financial reports; implements corrections and improvements as required
- Works with the Leadership Team to prepare budgets, the annual audit and other financial reports.
- Prepares monthly and quarterly billings for all contracts and grants
- Manages payroll tax preparation and reporting
- Oversees fiscal reports for the Division of Worker's Compensation, the Employment Development Department, the Unemployment Insurance Trust, and other external agencies
- Oversees and ensures that accounts payable are paid in a timely manner
- Oversees and ensures that periodic bank reconciliations are completed
- Ensures that required debt payments are made on a timely basis
- Maintain an orderly accounting filing system
- Maintain a system of controls over accounting transactions
- Supervises Accounting staff, if applicable
- Performs other duties as assigned by Executive Director

Schedule

- Typical work hours for the main office headquarters are from **8:00 AM to 5:00 PM, MONDAY THROUGH FRIDAY.**
- Due to the essential functions of this job, **arriving for your shift on time is an essential requirement.**
- This position is **not** eligible for overtime benefits.

Educational Requirements

- Bachelor's degree in accounting; CPA preferred

Knowledge Base/Skills

- Minimum four years of related accounting experience.
- Must have Quickbooks and Excel proficiency
- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Basic knowledge of general office equipment is required.

- Ability to develop and implement effective fiscal/accounting policies and financial controls.
- Must be able to handle situations requiring tact, poise and professionalism
- Proven ability to tend to details and follow through on tasks
- Must be attentive to details, able to multi-task, and prioritize

Physical Requirements

- Ability to speak English is a requirement.
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- 100% of the fundamental job requirements occur inside the CFH main office, a multi-unit office building.
- Central air and heating are available in office and can be controlled by staff.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

Mental/Social Requirements

- Ability to communicate and write clearly and professionally is required.
- Must demonstrate ability to solve problems independently, using best judgment and critical thinking skills.
- Must maintain a positive, friendly, and welcoming attitude with staff, clients and visitors at the main office.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with clients, visitors or staff.
- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.

OTHER INFORMATION

- Must pass extensive background check
- The option to **telecommute** (or to perform essential job duties at home) is discussed on a case by case basis.



ROPP Therapist/ASSOCIATE (AMFT, ACSW, APCC)

Job Classification: Regular Full Time

Salary Range: \$17.00 - \$19.00

Department: ROPP /Probation

Reporting Manager: Jeff Campbell Clinical Supervisor

Location of job: Probation Agency

SUMMARY OF POSITION

As an Associate Therapist this position includes providing assessment, individual counseling, family counseling, and/or group counseling to minors involved with County of Ventura Probation Agency. This includes both short term therapy and crisis counseling as consistent with the organization's philosophy, the client's best interest and the therapist's score of practice.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Provides therapy to youth on probation and support persons as needed.
- Attends required individual and group supervision with appropriate Clinical Supervisor
- Conducts client intakes and collects required documentation; prepares client assessments, prepares and submits weekly progress notes, treatment plans, exit interview and other client documentation □ Conducts psychoeducational/support groups as needed.
- Maintains weekly therapy records including counselor notes and records of payment.
- Completes weekly and monthly statistical reports
- Maintains all case files and corresponding client documentation
- Facilitates case management; reports group or individual participation/progress; prepares monthly progress reports on all clients
- Collaborates with outside agencies regarding counseling, victim resources, and other miscellaneous needs in order to offer appropriate referrals to clients
- Attends weekly staff meetings
- Advocates for client needs with law enforcement, district attorney's office and other outside agencies
- Other duties as assigned by Clinical Supervisor

Schedule

- The schedule for this position is developed with the reporting manager based on program needs.
- Due to the essential functions of this job, including providing therapy to survivors of violence, **arriving for your shift on time is an essential requirement.**
- This position is eligible for overtime benefits.

Educational Requirements

- Master's Degree with Clinical Emphasis. Must be registered with BBS, license eligible.

Certifications

- Must obtain Domestic Violence Counselor certification that meets the requirements under California Evidence Code 1037.1 within one year of hire date.
- Must obtain Sexual Assault Counselor certification that meets the requirements under California Evidence Code 1305.2 within one year of hire date.

Knowledge Base/Skills

- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Basic knowledge of general office equipment is required.
- Must demonstrate strong crisis management skills
- Must have strong communication skills both written and verbal
- Regularly expanding knowledge base on topics of gendered violence, impacts of domestic and sexual assault on the community, working with survivors of violence, and more by reading literature, blog and news posts, etc. is expected.

Physical Requirements

- Ability to speak English and Spanish fluently is preferred but not required.
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- Central air and heating is available in the main office and can be controlled by staff.
- May be required to stand, sit, stoop, bend, and lift/move up to 20 lbs.
- Coalition for Family Harmony may accommodate to these physical requirements upon request.

Mental/Social Requirements

- Must be able to demonstrate working effectively with and showing respect to all survivors of violence, including those from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, gender identities/expression, and political backgrounds.
- Ability to communicate and write clearly and professionally is required.
- Must demonstrate ability to navigate crisis and solving problems independently, using best judgment and critical thinking skills.
- Must maintain a positive, friendly, and welcoming attitude with staff and clients within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with residents or staff.
- Staff is expected to use initiative during down time to identify and work towards program needs.

OTHER INFORMATION

- Must pass extensive background check
- **Travel is required for this position.** Modes of transportation expected for this position to utilize are by automobile or airplane.
- The option to **telecommute** (or to perform essential job duties at home) is assessed on a case-by case basis by Reporting Manager and, if necessary, by others on the management team.



SHELTER ADVOCATE ON-CALL POOL STAFF

Salary Range: \$15.64 per hour

Hours: On call as needed

Reports to: Housing Services Manager

Job Summary

Pool Staff at the emergency shelter work alongside survivors of domestic violence and sexual assault in transitioning out of abusive relationships and into safe housing. Pool Staff works both on 24-hour hotline and within emergency shelter program to provide safety planning, goal setting, community resource referral, legal, social service, and housing advocacy, and follow up. This position will serve to fill in shifts for regular staff during holidays, vacation and sick time and when more staffing is required.

Job Duties

- Daily interaction with shelter residents to provide assistance with case management, accompaniment and advocacy.
- Provide peer support to shelter residents as needed.
- Court accompaniment and assistance with filing restraining orders and child custody.
- Assistance with finding employment and other sources of income, resume writing, etc.
- Facilitate intake and exit procedures of shelter residents.
- Maintain shelter client files and collection of statistical documents as required by California Emergency Management Agency, Ventura County Human Services Agency, and other funders of the emergency shelter program.
- Facilitate and maintain professional relationships with community partners.
- Report suspected child and elder/dependent adult abuse to Child and Family Services under Mandated Reporting laws.
- Donation organization and supply management
- Remain updated and participate in trainings relevant to domestic violence survivors in shelter programs, shelter policies and procedures, and general topics in the domestic violence field.

Qualifications

- Must have or be working on Bachelor's Degree in applicable field
- Bilingual in English and Spanish required
- Knowledge of family law legal procedures a plus
- Must be able to appropriately interact with private, corporate, and public agencies
- Must demonstrate sound administrative skills, problem-solving skills, and time management skills
- Computer literacy in such programs as Microsoft Word, Excel, Access, and PowerPoint
- Must be able to handle situations requiring tact, poise and professionalism
- Must have knowledge of general office equipment
- Willingness to work flexible schedule
- May be required to lift and/or move up to 20 pounds
- Must pass extensive background check
- Abilities to communicate effectively and write clearly are essential
- Must be able to work with and respect people from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities, and political backgrounds
- Complete Domestic Violence and Sexual Assault Crisis Counselor Training; maintain crisis counselor status by completion of 12 CEU's in relevant DV and SA training annually.



BATTERERS INTERVENTION GROUP FACILITATOR

Salary Range: \$17.00 - \$18.00 per hour DOE; pay incentives available for facilitating multiple groups Hours: Part Time – Hours vary Reports to: Coalition Management Team

Job Summary

Batters Intervention Group Facilitator facilitates 52 week psycho-educational groups for offenders of domestic violence. Facilitator works with program coordinator to maintain accurate records of client participation in accordance to probation standards. Must have completed the required 40 hour training and received certification to provide batterers intervention classes.

Job Duties

- Facilitates court mandated classes for the 52 week Batterers Intervention Program.
- Ensures that the lesson plans adhere to the approved curriculum and remains in accordance with the requirements stated in Penal Code § 1203.097 & 1203.098.
- Provides training and guidance to new facilitators through the co-facilitation of groups.
- Maintains accurate and timely records of all contacts, including filing of weekly case notes, assessments, assignments and other relevant correspondence.
- Administers pre, mid and final evaluations for group participants.
- Ensures that the group tone, content and therapeutic methods reflect the principle of holding participants accountable through exploration of the roots and intent of their behavior.
- Attend regular supervision with supervisor and staff meetings as assigned.
- Participates in both external and internal trainings as assigned.
- Mandated reporter of child and elder abuse.
- Miscellaneous duties as assigned.

Qualifications

- **Master's Degree in social services preferred**
- **Must have certification to provide 52 week batterers intervention classes.**
- **Must have completed the required 40-hour domestic violence training pursuant to Penal Code § 1203.098, prior to facilitating groups.**
- **Bilingual English/ Spanish preferred.**
- Must have prior experience facilitating psycho educational groups and possess strong group management skills.
- Must maintain 16 continuing education credits annually, pursuant to penal code 1203.098 and all other necessary training and education requirements in order to facilitate batterer's intervention groups. □
Must maintain approved provider facilitation status through Ventura County Probation at all times.
- Have extensive knowledge of family systems, dynamics of domestic violence, substance abuse, anger management, child abuse, co-custody parenting, child development and the cycle of violence.
- Must have experience facilitating both male and female batterer intervention groups.
- Must possess strong crisis intervention skills and have firm knowledge of reporting laws.
- Must be able to work effectively with individuals from diverse socioeconomic and cultural backgrounds.
- Must be able to work independently and maintain flexibility.
- Must be available to work evenings.
- Successful background and criminal clearance required.
- Complete 80-hours of Domestic Violence and Sexual Assault Crisis Counselor Training