



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

August 25, 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)

- **THERAPIST I/II/III:** Part Time (up to 20 hours) ***Bilingual (Spanish and English) Required***
- **CLU ON CAMPUST THERAPIST:** Part Time (up to 15 hours)
- **LGBTQ+ PROGRAM COORDINATOR:** Full Time (40 hours per week)
- **RCP THERAPIST I/II/III:** Part Time (20 hours per week)
- **CSUCI ADVOCATE:** Part Time (up to 20 hours per week)
- **FAMILY HARMONY PROGRAM FACILITATOR:** Bilingual Req. Part Time (up to 20 hours per week)
- **ROPP THERAPIST (AMFT, APCC, ACSW):** Full time or Part Time (up to 20 hours per week)
- **RAPE CRISIS ON CALL ADVOCATE:** Part Time- On Call – *ongoing*
- **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.



BILINGUAL THERAPIST I/II/II

****Valid State of California's Behavioral Board of Sciences (BBS) Associate Registration is *REQUIRED*****

Job Classification: Regular Part Time (Up to 20 hours per week)
Salary Range: \$17 - \$23 hourly, DOE (*plus \$1.00 Bilingual pay differential*)
Department: Clinical
Reporting Manager: Clinical Supervisor
Location of job: Oxnard Main Office; confidential Emergency DV Shelter

SUMMARY OF POSITION

Therapist fulfills California Office of Emergency Services objectives for Coalition's core grants and programming, including the Domestic Violence Assistance Program and the Rape Crisis Program, for individual adult and children's therapy. The Program Therapist sees client individually as well as facilitates psychoeducational/therapeutic groups to a range of populations. **Ability to speak English and Spanish fluently is REQUIRED.**

EDUCATION, TRAINING, and EXPERIENCE

Master's Degree in clinical field REQUIRED. Emphasis is on learning casework and treatment methods appropriate to Coalition's Clinical program, procedures and policies as part of a multi-disciplinary team. Recently graduated to one year of obtaining Associate Registration from BBS.

JOB CLASSIFICATION AND APPROXIMATE SALARIES:

- I. **THERAPIST I: 1 to 2 year Associate (\$17.00 to \$18.00 hourly rate)**
Under **IMMEDIATE CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration.
- II. **THERAPIST II: 2 to 4 year Associate (\$18.00 to \$20.00 hourly rate)**
Under direct and **GENERAL CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration which can be obtained by at least 1 to 2 years as a THERAPIST I with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.
- III. **THERAPIST III: 3 to 5 year Associate (\$20.00 to \$23.00 hourly rate)**
Under **GENERAL CLINICAL DIRECTION** a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration, which can be obtained by at least 1 year as a THERAPIST II with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Provides therapy to individuals and families as assigned by Navigation Team, which may include seeing clients at Coalition's Simi Valley office and/or Coalition's Confidential Emergency Shelter.
- Works alongside various department managers in providing effective clinical services.
- Attends required individual and group supervision with appropriate Clinical Supervisor.

- Collects clinical file documents as required by Navigation Team filing protocol; prepares client assessments, treatment plans, exit interviews and other client documentation for confidential storage.
- Maintains weekly therapy records including counselor notes and records of payment.
- Conducts psychoeducational/support groups as requested/needed.
- Collaborates with outside agencies regarding counseling, victim resources, and other miscellaneous needs in order to offer appropriate referrals to clients.
- Attends weekly staff meetings with appropriate department(s) to remain updated on departmental policies and practices, trainings, and more.
- Advocates for client needs with law enforcement, district attorney's office and other outside agencies.

Other Duties

- Attend internal and local trainings/conferences in order to add to the professional discourse on issues pertaining to domestic violence, sexual assault, underserved populations, and more.

Schedule

- The schedule for this position is developed with the reporting manager based on program needs.
- Full-Time (40 hours/week) positions are expected to maintain a caseload of **25 individual clients and 2 groups.**
- **Part-Time (20 hours/week) positions are expected to maintain a caseload of 12 individual clients and 1 group.**
- 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 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
- Clinical position will receive clinical supervision by licensed Clinical Supervisor
- **Travel is not required for this position.**
- 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.



CLU ON-CAMPUS THERAPIST

(Therapist; AMFT, APPC, ASCW)

Valid State of California's Behavioral Board of Sciences (BBS) Associate Registration is **REQUIRED**

Job Classification: Part-Time, up to 15 hours per week during school year; up to 6 hours in the summer

Salary Range: \$17 - \$23 hourly, DOE (*plus \$1.00 Bilingual pay differential*)

Department: Clinical at CLU

Reports to: Clinical Supervisor

Location of job: Virtual/ On Campus California State University, Channel Islands

SUMMARY OF POSITION

The CLU On-Campus Advocate/Associate Therapist will provide ongoing support and therapeutic services that ensure mental health wellness to survivors of Domestic Violence and Sexual Assault at California Lutheran University. This position provides assessment, individual counseling and/or group counseling to students within CLU. 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 for up to 15 hours during the school year (up to 6 hours during the summer). This position must have exceptional public speaking, presentation and writing skills as presentations and public speaking in classes, university events, and faculty meetings at CLU are required in order to raise awareness of SA issues.

EDUCATION, TRAINING, and EXPERIENCE

Master's Degree in clinical field REQUIRED. Emphasis is on learning casework and treatment methods appropriate to Coalition's Clinical program, procedures and policies as part of a multi-disciplinary team. Recently graduated to one year of obtaining Associate Registration from BBS.

JOB CLASSIFICATION AND APPROXIMATE SALARIES:

IV. **THERAPIST I: 1 to 2 year Associate (\$17.00 to \$18.00 hourly rate)**

Under **IMMEDIATE CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration.

V. **THERAPIST II: 2 to 4 year Associate (\$18.00 to \$20.00 hourly rate)**

Under direct and **GENERAL CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration which can be obtained by at least 1 to 2 years as a THERAPIST I with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

VI. **THERAPIST III: 3 to 5 year Associate (\$20.00 to \$23.00 hourly rate)**

Under **GENERAL CLINICAL DIRECTION** a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration, which can be obtained by at least 1 year as a THERAPIST II with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Advocate on behalf of victims of sexual assault by continuously representing their interests, providing emotional support, and connecting survivors to viable resources
- Provide accompaniment and support to victims of sexual assault (Students and University Staff), throughout all stages of the University's investigation and discipline proceedings; when giving reports to or meetings with on/off campus police officials or any University administrator related to a Sexual Misconduct complaint; when going to medical/counseling or forensic exams; when going to legal appointments and hearings in court or with legal representatives, including assistance with obtaining a protective order; when going to meetings and appointments with University personnel, including the Title IX Coordinator, regarding Interim Remedies
- Assist victims of sexual assault, in seeking reasonable and available Interim Remedies from the University that ensure the well-being and safety of victims of sexual assault
- Provide information on how to report to law enforcement and to the University's Title IX Coordinator
- Ensure victims receive information about Coalition for Family Harmony's 24-hour bilingual crisis hotline
- Connect victims to resources, including emergency medical care and follow-up care
- Provide crisis intervention counseling and ongoing counseling
- Attend University adjudication proceedings related to Sexual Misconduct, as requested by a victim of sexual assault
- Provide information on legal services, and the availability of restraining and/or no-contact orders
- Maintain ongoing professional relationships with campus administrators, which may include serving on Campus-based Sexual Misconduct Task Force Committees
- Organize and facilitate prevention education and awareness activities and programs
- Work collaboratively with the Title IX Coordinator in developing campus-wide awareness and outreach and/or prevention activities that educate the campus community while complying with CSU policy
- Research outside resources and information about issues of violence applicable to sexual assault, dating violence, domestic violence, and stalking
- Write and submit an annual report to the Campus President and the Title IX Coordinator

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.

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

- Familiarity with Title IX compliance policies highly preferred.
- Demonstrated cultural competency and proven effectiveness in working with student communities from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities
- Experience working with survivors of sexual violence and other forms of violence including dating violence, stalking, and intimate partner violence
- Possess exceptional presentation and public speaking skills in facilitating programming and outreach efforts
- Demonstrated ability to deal effectively with confidential and highly sensitive matters.
- 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.



LGBTQ+ PROGRAM COORDINATOR

Job Classification: Regular Full-Time & Benefits
Salary Range: DOE; paid semi-monthly
Department: LGBTQ+ Program
Reporting Manager: Rape Crisis/LGBTQ+ Program Manager
Location of job: Main Office: 1030 North Ventura Road, Oxnard CA 93030
***Initially a 6-month position pending renewal of our grant**

Summary of Position

The LGBTQ Program Coordinator oversees the daily operations of the LGBTQ Program, including the development of training, coordination of services, creation of affirming spaces, and development of timely resources. This position fulfills Coalition for Family Harmony's mission of educating community on the impact of sexual and domestic violence with attention to LGBTQ+ people. An ideal candidate for this position will have a strong understanding of current national issues impacting LGBTQ+ community, knowledge of sexual assault/gendered violence, have demonstrated cultural sensitivity of vulnerable communities, and hold solid public speaking and organizational skills.

JOB CLASSIFICATION AND APPROXIMATE SALARIES:

- I. **COORDINATOR I: Entry Level 0-6 months related experience (\$17.00 to \$19.00 per hour)**
Under **IMMEDIATE SUPERVISION**, performs a variety of administrative duties in support of the delivery of program objectives. Program support activities include coordination, administrative, statistics gathering and any other duties program manager deems appropriate to support program. **EDUCATION, TRAINING, and EXPERIENCE:** Some education and experience that has led to the acquisition of the required knowledge, skills, and abilities which can be obtained by six (6) months of program related experience.

- II. **COORDINATOR II: 1 (one) year experience or more (\$19.00 to \$22.00 per hour)**
Under direct and **GENERAL SUPERVISION**, performs a variety of administrative duties in support of the delivery of program objectives. Program support activities include coordination, administrative, statistics gathering and any other duties program manager deems appropriate to support program. **EDUCATION, TRAINING, and EXPERIENCE:** Some education and experience that has led to the acquisition of the required knowledge, skills, and abilities which can be obtained by at least one (1) year as Coordinator I with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

- III. **COORDINATOR III: At least two (2) years' experience (\$22.00 to TBD per hour)**
Under **GENERAL DIRECTION**, performs a variety of administrative duties in support of the delivery of program objectives. Program support activities include coordination, administrative, statistics gathering and any other duties program manager deems appropriate to support program. **EDUCATION, TRAINING, and EXPERIENCE:** Any combination of education, training, and experience which has led to acquisition of the required knowledge and abilities as stated in Coordinator I and II. The required knowledge and abilities can also be obtained by possessing two (2) years of college coursework in Sociology, Psychology, AND at least three (3) years of experience in a closely related field. Additional related experience may be substituted for college coursework on a year-for-year basis. Three or more years of coordinating experience is highly desirable.

Essential Functions

Fundamental Job Requirements

- Develop and administer training and education for community partners and Coalition staff on cultural sensitivity tied to gender and sexuality, current best practices with an intersectional emphasis, and additional subject matter with attention to LGBTQ+ community in Ventura County.

- Collect program statistics and upload information to our database in order to complete detailed reports to our state funders.
- Organize the logistics of our LGBTQ+ groups, including scheduling and communication with staff and community partners.
- Develop marketing materials (literature, pamphlets, fact sheets, etc.) that provide updated resources and information to LGBTQ+ community and service providers in Ventura County.
- Meet with new staff to discuss LGBTQ+ protocol and keep track of LGBTQ+ clinical scale responses to identify any areas of support. Collaborates with clinical supervisors to ensure best action.
- Build and maintain proactive relationships with community partners and agencies working with LGBTQ+ communities.
- Meet with staff for further support in training/education on LGBTQ+ issues as needed.
- **Participate in the 24-7 Rape Crisis Calendar for accompaniments to forensic exams, interviews and advocacy support with the goal of incorporating affirming practices for LGBTQ+ survivors.**
 - **Must respond to calendar calls within ONE hour of receiving a call for accompaniment.**
 - **Shifts are distributed equitably across team members & include weekend shifts & overnight weekday shifts.**
- Maintain an updated Google Calendar and routine upkeep/organization of LGBTQ+ Google drive.
- Participate in weekly staff meetings.
- Performs other duties as assigned by the Leadership Team.

Other Duties

- Collaborate with SART Coordinator, Training Coordinator Housing Services, and Mobile Advocacy Services in order to ensure LGBTQ+ cultural sensitivity practices are being embraced by our staff.
- Research and stay abreast of current social media, academic articles and blogs on issues pertaining to sexual assault/gendered violence affecting LGBTQ+ communities.
- Provide crisis counseling as needed during our walk-in crisis clinic business hours.
- Facilitate one of our activity-based LGBTQ+ groups.
- Collaborate with our Coordinators, when applicable, with events that support LGBTQ+ community, such as Pride, Transgender Day of Remembrance, Clothesline Project, Suicide Awareness, etc.
- Develop content for our weekly LGBTQ Newsletter on Mondays Social media posts on LGBTQ+ subject matter as time permits.
- Administrative support as needed, which includes, but is not limited to, ordering supplies, creating new documents, etc.

Schedule

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

Educational Requirements

- Bachelor's Degree in gender studies, psychology, sociology, social services, or other applicable field required.
- Demonstrated experience with training, experience working with vulnerable communities, resource development (i.e. literature, pamphlets, fact sheets), and public speaking skills may be substituted.

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

- Strong public speaking skills is a requirement.
- Demonstrated experience working with LGBTQ+ community and cultural sensitivity practices.
- Must be relatable to college and high school youth.
- Basic computer literacy in Microsoft Office programs (Microsoft Word, PowerPoint, and Excel).
- Basic marketing design to create brochures and fact sheets, etc.
- Ability to provide basic troubleshooting for a variety of technology, including televisions, CD/DVD's, laptops, desktop computers, and projectors.

- Basic knowledge of general office equipment is required.
- Regularly expanding knowledge base on intersectionality, 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 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 in Oxnard. This position is stationed in an office that is 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 maintain a positive, friendly, and welcoming attitude with staff, community members, and volunteers within the organization.
- 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 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 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 the Manager and, if necessary, by others on the Leadership Team.



RAPE CRISIS THERAPIST I/II/III

Job Classification: Regular Part-Time (Up to 20 hours per week)
Salary Range: \$17.00 - \$23.00, DOE
Department: Rape Crisis Clinical Program
Reporting Manager: Rape Crisis Program Manager and Clinical Supervisor
Location of job: Rape Crisis Center

SUMMARY OF POSITION

The Rape Crisis Therapist is a member of the Rape Crisis Center that provides direct client services to survivors of sexual violence ranging from therapeutic counseling to in-person advocacy through our Sexual Assault Response Team. As an MFT Associate/Trainee, this position includes providing assessment, individual and family counseling, couples counseling and/or group counseling for victims of abuse and their support person(s). 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.

EDUCATION, TRAINING, and EXPERIENCE

Master's Degree in clinical field REQUIRED. Emphasis is on learning casework and treatment methods appropriate to Coalition's Clinical program, procedures and policies as part of a multi-disciplinary team. Recently graduated to one year of obtaining Associate Registration from BBS.

JOB CLASSIFICATION AND APPROXIMATE SALARIES:

VII. **THERAPIST I: 1 to 2 year Associate (\$17.00 to \$18.00 hourly rate)**

Under **IMMEDIATE CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration.

VIII. **THERAPIST II: 2 to 4 year Associate (\$18.00 to \$20.00 hourly rate)**

Under direct and **GENERAL CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration which can be obtained by at least 1 to 2 years as a THERAPIST I with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

IX. **THERAPIST III: 3 to 5 year Associate (\$20.00 to \$23.00 hourly rate)**

Under **GENERAL CLINICAL DIRECTION** a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration, which can be obtained by at least 1 year as a THERAPIST II with Coalition for Family Harmony or an equivalent position with a comparable program with related experience

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Provides therapy to victims of sexual assault and their support person(s).
- Supports the 24/7 Rape Crisis Accompaniment Calendar (shifts are distributed equitably across team members during the week and weekends)—must respond to in-person calls within one hour.

- Conducts client intakes and facilitates case management including preparing client assessments, submitting weekly progress notes, creating treatment plans, tracking records of payment, and other client management.
- Attends mandatory individual and/or group supervision with Clinical Supervisor.
- Attends weekly Rape Crisis Center staff meeting.
- Conducts psychoeducational/support groups for victims of sexual assault
- Works collaboratively with our Education and Training Coordinator to present on topics tied to sexual trauma at our 40 Hour Sexual Assault Training (typically held twice a year).
- Tracks and submits monthly demographics and statistics tied to clinical and advocacy services for the Rape Crisis Center to our SART Coordinator in a timely manner.
- Collaborates with outside agencies regarding counseling and victim resources in order to advocate for clients and offer appropriate referrals.
- Other duties as assigned by Rape Crisis Program Manager.

Schedule

- The schedule for this position is developed with the reporting manager(s); schedule will revolve around the availability of our client list.
- 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.
- Rape Crisis Counselors must respond to in-person accompaniments in Ventura or Simi Valley within an hour.
- This position is eligible for overtime benefits.

Educational Requirements

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

Required Training

- 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 complete our LGBTQ 101 Training within 6 months 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 fluently is required; ability to speak Spanish 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 complete our agency's LGBTQ+ 101 Training within 6 months of hire date and our assessment tool in order to ascertain knowledge base before working with LGBTQ+ clients.
- Must be able to demonstrate working effectively with and showing respect to 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 problem solve independently, using best judgment.
- Must maintain a positive, friendly, and welcoming attitude with staff and clients within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when speaking with clients, staff, or community partners.
- Staff is expected to take the 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 when applicable.
- 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 members of the Leadership Team.



CSUCI ON-CAMPUS CRISIS ADVOCATE

(Therapist; AMFT, APPC, ASCW)

Valid State of California's Behavioral Board of Sciences (BBS) Associate Registration is **REQUIRED**

Job Classification: Part-Time, up to 20 hours per week

Salary Range: \$17 - \$23 hourly, DOE (*plus \$1.00 Bilingual pay differential*)

Department: Rape Crisis Program at CSUCI

Reports to: Leadership Team

Location of job: **Virtual/** On Campus California State University, Channel Islands

SUMMARY OF POSITION

The certified Sexual Assault Counselor (Advocate) will provide emergency and ongoing support services that ensure the wellness and safety of victims of sexual assault at California State University, Channel Islands. Emphasis is placed on continuously representing the interests of survivors, providing survivors with emotional support, and connecting survivors to resources. In addition to advocacy, the on-campus Advocate will facilitate outreach and program development on issues of Sexual Assault, Dating Violence, Domestic Violence, and Stalking up to 20 hours from a designated office space at CSUCI. The Advocate must have exceptional public speaking, presentation and writing skills.

EDUCATION, TRAINING, and EXPERIENCE

Master's Degree in clinical field REQUIRED. Emphasis is on learning casework and treatment methods appropriate to Coalition's Clinical program, procedures and policies as part of a multi-disciplinary team. Recently graduated to one year of obtaining Associate Registration from BBS.

JOB CLASSIFICATION AND APPROXIMATE SALARIES:

X. **THERAPIST I: 1 to 2 year Associate (\$17.00 to \$18.00 hourly rate)**

Under **IMMEDIATE CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration.

XI. **THERAPIST II: 2 to 4 year Associate (\$18.00 to \$20.00 hourly rate)**

Under direct and **GENERAL CLINICAL SUPERVISION** of a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration which can be obtained by at least 1 to 2 years as a THERAPIST I with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

XII. **THERAPIST III: 3 to 5 year Associate (\$20.00 to \$23.00 hourly rate)**

Under **GENERAL CLINICAL DIRECTION** a California Board of Behavioral Sciences Licensed Marriage and Family Therapist, provides clinical and administrative services and treatment to victims and survivors of Domestic Violence and Sexual Assault through the use of therapy (individual, family or group), case management, interagency collaboration, which can be obtained by at least 1 year as a THERAPIST II with Coalition for Family Harmony or an equivalent position with a comparable program with related experience.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Advocate on behalf of victims of sexual assault by continuously representing their interests, providing emotional support, and connecting survivors to viable resources
- Provide accompaniment and support to victims of sexual assault (Students and University Staff), throughout all stages of the University's investigation and discipline proceedings; when giving reports to or meetings with on/off campus police officials or any University administrator related to a Sexual Misconduct complaint; when going to medical/counseling or forensic exams; when going to legal appointments and hearings in court or with legal representatives, including assistance with obtaining a protective order; when going to meetings and appointments with University personnel, including the Title IX Coordinator, regarding Interim Remedies
- Assist victims of sexual assault, in seeking reasonable and available Interim Remedies from the University that ensure the well-being and safety of victims of sexual assault
- Provide information on how to report to law enforcement and to the University's Title IX Coordinator
- Ensure victims receive information about Coalition for Family Harmony's 24-hour bilingual crisis hotline
- Connect victims to resources, including emergency medical care and follow-up care
- Provide crisis intervention counseling and ongoing counseling
- Attend University adjudication proceedings related to Sexual Misconduct, as requested by a victim of sexual assault
- Provide information on legal services, and the availability of restraining and/or no-contact orders
- Maintain ongoing professional relationships with campus administrators, which may include serving on Campus-based Sexual Misconduct Task Force Committees
- Organize and facilitate prevention education and awareness activities and programs
- Work collaboratively with the Title IX Coordinator in developing campus-wide awareness and outreach and/or prevention activities that educate the campus community while complying with CSU policy
- Research outside resources and information about issues of violence applicable to sexual assault, dating violence, domestic violence, and stalking
- Write and submit an annual report to the Campus President and the Title IX Coordinator
- May 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

- 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 may support the 24/7 Rape Crisis Accompaniment Calendar and respond to calls in Ventura County within one hour.
- This position is eligible for overtime benefits.

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

- Familiarity with Title IX compliance policies highly preferred.
- Demonstrated cultural competency and proven effectiveness in working with student communities from diverse ethnic, cultural, religious, socioeconomic, sexual preferences and/or identities
- Experience working with survivors of sexual violence and other forms of violence including dating violence, stalking, and intimate partner violence
- Possess exceptional presentation and public speaking skills in facilitating programming and outreach efforts
- Demonstrated ability to deal effectively with confidential and highly sensitive matters.
- 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.



FAMILY HARMONY PROGRAM FACILITATOR

Job Classification: Regular Part-Time (20 hours/week)
Salary Range: \$18.00/hour; paid semi-monthly
Department: Family Harmony Program
Reporting Manager: Celia Laguna, Family Harmony Program Coordinator
Location of job: 1030 North Ventura Road, Oxnard CA 93030

SUMMARY OF POSITION

The Family Harmony Program Facilitator is responsible for facilitating group therapy that follow specific curriculum and standards. These sessions include the implementation of PREP (Prevention and Relationship Education Program), STEP (Systematic Training for Effective Parenting) and other curricula. This position falls in line with the agency's mission to prevent future violence in families and educate the community on the cycles of violence.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Leads and co-facilitates designated numerous groups in accordance with specific curriculum.
- Performs peer support and crisis counseling to survivors of intimate partner violence.
- Maintains and updates documentation for client files with Navigation Team and on agency database.
- Communicates regularly with partner agencies regarding information on agency services.
- Attends all programs meetings and supervision as assigned by Family Harmony Program Coordinator.
- Provides visibility and information at outreach and educational events.
- Other duties as assigned by Family Harmony Program Coordinator.

Schedule

- **Regular schedule will be determined with Family Harmony Program Coordinator.** Schedule is subject to change based on program needs.
- Due to the essential functions of this job regarding service provision, **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.
- Master's Degree in Marriage and Family Therapy desired.
- Formal training on specified curricula required to facilitate certain groups.

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.
- Must complete LGBTQ+ 101 Cultural Sensitivity Training within 6 months of hire date.

Knowledge Base/Skills

- Must demonstrate excellent, professional communication and organizational skills.
- Demonstrated knowledge of the impacts of domestic and sexual violence on various communities of people.

- Basic computer literacy in Microsoft Office and Google Suite 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, 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 and Spanish fluently is a **requirement**.
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- The majority of the fundamental job requirements occur remotely or 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.
- **Telecommuting** (or to perform essential job duties at home) is required at this time. Working at the main office headquarters are assessed on a case-by-case basis by Reporting Manager and, if necessary, by others on the management team.



ROPP Therapist/ASSOCIATE (AMFT, ACSW, APCC)

Job Classification: Regular Full Time or Part Time (20 hours per week)

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.



RAPE CRISIS ON-CALL ADVOCATE

Job Classification: Regular Part Time, On Call

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

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 through our 24-hr 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 SART, including forensic nurses, law enforcement, the District Attorney's Office, and other community partners. A Rape Crisis Advocate has strong advocacy skills that embrace understanding, compassion, and experience working with vulnerable communities.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements

- Participate in our 24-7 Rape Crisis Accompaniment Calendar in order to provide advocacy and emotional support to survivors of sexual violence in need of support with forensic exams, interviews, and filing police reports.
 - *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.*
- Advocate for client needs with law enforcement, district attorney's office and other outside agencies
- Provide referrals, assessments, crisis intervention, advocacy, follow-up services for victims of sexual/intimate partner violence; follow-up must happen within 72 hours.
- Tracks and submits monthly demographics and statistics tied to advocacy services to the SART Coordinator in a timely manner.
- Works collaboratively with SART Coordinator and Rape Crisis Program Manager to prepare and distribute sexual assault prevention/intervention materials to the community when applicable.
- Performs other duties as assigned by Rape Crisis Program Manager.

Schedule

- Advocate will work with SART Coordinator in order to determine a shift that works with their schedule.
- Shift options include Monday through Friday from 5PM-8AM (overnight shift) and Saturday and Sunday from 8-5PM and 5PM-8AM.
- 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.
- This position is eligible for overtime benefits.

Educational Requirements

- Must have a high school diploma or GED.

Required Training

- 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 complete our LGBTQ 101 Training within 6 months of hire date.

Knowledge Base/Skills

- Must demonstrate advocacy and crisis counseling skills.
- Must have strong communication skills both written and verbal.
- Regularly expanding knowledge base on topics of gendered violence, impacts of sexual assault, and more by reading literature, blog and news posts, etc. is expected.

Physical Requirements

- Ability to speak English fluently is 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.
- Must complete our agency's LGBTQ+ 101 Training within 6 months of hire date and our assessment tool in order to ascertain knowledge base before working with LGBTQ+ clients.
- Ability to communicate and write clearly and professionally is required.
- Must demonstrate ability to navigate crisis and problem solve independently, using best judgment.
- Must maintain a positive, friendly, and welcoming attitude with staff and clients within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when speaking with clients, staff, or community partners.
- Staff is expected to take the 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 when applicable.
- 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 members of the Leadership 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