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

November 19, 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 & Volunteer Openings: (Job descriptions attached)

- ACCOUNTING ASSISTANT: Part Time (20 hours per week)
- FAMILY JUSTICE CENTER (FCJ) ADVOCATE: UNPAID VOLUNTEER
- RCP THERAPIST I/II/III: Part Time (up to 10 hours)
- LICENSED CLINICAL SUPERVISOR: Full time (40 hours per week)
- ROPP THERAPIST (AMFT, APCC, ACSW): 2 Part Time (up to 20 hrs/week) 1 Bilingual (Spanish and English)
- 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.
ACCOUNTING ASSISTANT

**Job Classification:** Regular Part-time (20 hours per week)
**Salary Range:** $18.00 - $20.00 per hour; paid semi-monthly
**Department:** Admin
**Reporting Manager:** Controller
**Location of job:** Coalition Main Office

**SUMMARY OF POSITION**
Under general direction of the Controller, the Accounting Assistant will assist Controller and accounting department with all necessary day-to-day accounting and administrative functions, including payroll, account payables, filing and reconciling. This position needs to be extremely experienced in accounting (QuickBooks and Excel proficiency is a MUST). In addition to general accounting duties the Accounting Assistant will offer administrative support such as, filing, faxing, and preparing financial reports.

**ESSENTIAL FUNCTIONS**

*Fundamental Job Requirements*
- Manages the day-to-day accounting and administrative tasking of the Controller.
- Assists in preparing organization’s payroll and subsequent payroll documentation
- Assists the Controller with annual audit and all corresponding financial reports
- Assists in preparing records accounts payable and cash disbursements
- Performs other duties as assigned by Controller and/or Executive Director

**Schedule**
- Typical work hours for the main office headquarters are from 8:00 AM to 5:00 PM, MONDAY THROUGH FRIDAY.
- Schedule will be 20 hours within business hours.
- Due to the essential functions of this job, **arriving for your shift on time is an essential requirement.**
- This position is eligible for overtime benefits.

**Educational Requirements**
- Associate degree in accounting highly preferred, or related accounting experience preferred.

**Knowledge Base/Skills**
- Minimum two 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.
- Demonstrated understanding of CFH services and internal referral process required.
- Ability to develop and implement effective fiscal/accounting policies and financial controls

**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.
- Staff is expected to use initiative in position; they are expected to use initiative during down time to identify and work towards program needs.

OTHER INFORMATION

- Must pass extensive background check
- The option to telecommute (or to perform essential job duties at home) is not permitted for this position.
FAMILY JUSTICE CENTER (FCJ) ADVOCATE VOLUNTEER

Job Classification: VOLUNTEER – unpaid
Department: Housing Services Department
Reporting Manager: Domestic Violence Mobile Advocacy Coordinator
Location of job: Family Justice Center (FJC), Ventura, CA

SUMMARY OF POSITION
FJC Advocate Volunteer provides vital services that fall in line with all aspects of Coalition for Family Harmony’s mission; including providing direct services to victims of domestic violence and sexual assault, educating the community regarding violence against women, children, and men, and working to prevent the cycle of violence. This mission is carried out by the FJC Advocate Volunteers within the co-located Family Justice Center’s emergency shelter. This position will cover any shift in a 24-hour period at the emergency shelter.

ESSENTIAL FUNCTIONS

Fundamental Job Requirements
• Intake and Exit processes for shelter residents.
• Provide daily interaction and/or peer counseling with FJC shelter residents to ensure a welcoming and safe residential space, provide on-site support, case management, and other needs at the request of the shelter resident.
• Provision of food, water, clothing, and other household establishment items to residents of the shelter as requested.
• Facilitate and maintain professional relationships with community partners, including law enforcement and medical personnel at FJC.
• Offer and provide advocacy to shelter residents towards criminal justice or for the provision of social services.
• Court accompaniment and assistance with filing restraining orders and child custody; when needed facilitate contact with Coalition’s Family Law Attorney for further legal needs.
• Work collaboratively with Coalition’s main shelter program to facilitate safety transfers, case management of shelter clients, or referral to Coalition’s Transitional Housing Program; advocate for longer-term shelter stays or transitional housing with various community housing programs.
• 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.
• Maintain shelter client files and collection of statistical documents as indicated by Coalition’s statistical reporting policies and guidelines,

Schedule
• This position will cover any shift in 24-hour period based on staffing needs of the shelter.
• Due to the essential functions of this job, including the crisis hotline and emergency shelter, arriving for your shift on time is an essential requirement.

Educational Requirements
• Bachelor’s Degree in social, psychological, or social services background preferred.
**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.
- 4-hour LGBTQ+ 101 Training is required.

**Knowledge Base/Skills**
- Basic computer literacy in Microsoft Office programs, including Microsoft Word, Excel and PowerPoint.
- Proficiency in entering statistical data points in Apricot system within 1 month.
- 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.
- Knowledge of family law legal procedures preferred.

**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.
- 85% - 100% of the fundamental job requirements occur inside the emergency shelter facility at the FJC. The Family Justice Center is a co-located facility operated by the Ventura County District Attorney’s Office in Ventura, CA.
- Up to three to four families may be residing in the shelter at one time, which includes adults and children. There are times that the noise level in the shelter is elevated above normal conversation levels.
- Central air and heating is available in the FJC shelter 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 residents at emergency shelter and within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with residents or staff.
- Staff is expected to use initiative in approaching and working with residents of the shelter; they are also expected to use initiative during down time to identify and work towards program needs.

**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.
RAPE CRISIS PROGRAM THERAPIST I/II/III

<table>
<thead>
<tr>
<th>Job Classification:</th>
<th>Regular Part-Time (Up to 10 hours per week)</th>
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<tbody>
<tr>
<td>Salary Range:</td>
<td>$17.00 - $23.00, DOE</td>
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<tr>
<td>Department:</td>
<td>Rape Crisis Clinical Program</td>
</tr>
<tr>
<td>Reporting Manager:</td>
<td>Rape Crisis Program Manager and Clinical Supervisor</td>
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<tr>
<td>Location of job:</td>
<td>Rape Crisis Center</td>
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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:

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 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.
LICENSED CLINICAL SUPERVISOR

Job Classification: Regular Full - Time, 40 hours per week preferred – flexible to discuss part time hours
Salary Range: $62,400 annually; paid semi-monthly
Department: Clinical Department
Reporting Manager: Executive Director
Location of job: Main Office, 1030 North Ventura Road, Oxnard CA 93030

SUMMARY OF POSITION
The Clinical Supervisor serves as a vital member on Coalition for Family Harmony’s Leadership Team in their role as stewards of the agency’s mission; including providing direct services to victims of domestic violence and sexual assault, educating the community regarding violence against women, children, and men, and working to prevent the cycle of violence. This mission is carried out in their supervision of excellent therapeutic services for survivors and the offender population within the Clinical Department.

ESSENTIAL FUNCTIONS
Fundamental Job Requirements
● Provides group and individual clinical supervision to all MFT Trainees, Associates, and other applicable Clinical Department staff.
● Provides oversight and guidance to any clinical aspects of Coalition for Family Harmony programming; offers guidance to Domestic Violence and Sexual Assault Counselors (non-MFT) on best practices within Coalition for Family Harmony programming.
● Maintains current BBS requirements to perform clinical supervision of MFT Trainees and Associates.
● Documents and signs required forms for all Associates and Trainees pertaining to their schools and any other BBS requirements.
● Maintains ethical standards, programmatic compliance, and client confidentiality.
● Serves as an educational resource on Domestic Violence, Sexual Assault, therapeutic issues and techniques, and other pertinent topics to all Associates, Trainees, and DV/SA Counselors.
● Communicates organizational policies, procedures, and protocols to all Associates, Trainees, and staff in the Clinical Department.
● Works closely with Navigation Team Coordinator towards quality assurance in scheduling, room/site utilization, and clinical file maintenance.
● Recruits, interviews, and hires new Associates and Trainees as necessary.
● Collects and reviews weekly logs, timesheets and volunteer logs for Associates and Trainees.
● Attends workshops/conferences relevant to supervision issues; acquires appropriate continuing education units to meet BBS standards for clinical supervision.
● Networks and engages with local colleges and universities towards recruitment of new Associates and Trainees.
● Participates in weekly Leadership Team Meeting to report updates, statistics, and issues for the Clinical Department.
● Performs other duties as assigned/defined by Executive Director

Schedule
● This position is Full-Time and the schedule is determined in collaboration with the Executive Director.
● Due to the essential functions of this job, including supervision of a team of clinicians, arriving for your shift on time is an essential requirement.
● This position is eligible for overtime benefits.

Educational Requirements
● Must be a licensed Marriage and Family Therapist in the State of California for at least two years with Clinical Supervisor Certification.
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

- Experience supervising Associates/Trainees.
- Working knowledge of children’s therapy.
- Must have Behavioral Theoretical Orientation.
- Knowledge of clinical diagnostic methods and principles and various modalities of counseling.
- Established skills in use of crisis intervention techniques.
- Knowledge of Federal, State, and local ordinances and policies regarding therapeutic issues.
- 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.
- Knowledge of Microsoft Office Suite, Google Suite strongly preferred.
- Demonstrated ability to maintain accurate records.

Physical Requirements

- Ability to speak English and Spanish fluently is preferred.
- Must have the ability to communicate with clientele over phone, electronic correspondence and in-person.
- 100% of the fundamental job requirements occur at the Oxnard Main Office, a one-story office building. This position is stationed in an office closed to public access.
- Central air and heating is available in shelter 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 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 crises and solving problems independently, using best judgment and critical thinking skills.
- Must maintain a positive, friendly, and welcoming attitude with staff and residents at emergency shelter and within the organization.
- Must utilize assertiveness, professionalism and non-violent communication when handling issues with clients and/or staff.
- Must possess exceptional professional and ethical standards.

OTHER INFORMATION

- Must pass an 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.
BILINGUAL THERAPIST I/II

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

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

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*

• 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.
ROPP Therapist/ASSOCIATE (AMFT, ACSW, APCC)

2 Part time Positions; 1 Bilingual Required

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<tr>
<th>Job Classification: Regular Part Time (20 hours per week)</th>
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<tr>
<td>Salary Range: $17.00 - $19.00</td>
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<tr>
<td>Department: ROPP /Probation</td>
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<tr>
<td>Reporting Manager: Jeff Campbell Clinical Supervisor</td>
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<tr>
<td>Location of job: Probation Agency</td>
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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.

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 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.
  o 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.
  o 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