



**Position Title: Children's Program Clinical Coordinator**

**Who We Are:** CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, seeks an Infant and Child Development Specialist to support, heal and advocate for a child's growth and recovery from trauma.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

**CORA History and Overview**

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counseling. Family Support Services provides mental health therapy, supportive/transitional housing, and a children's program. CORA has robust legal services for survivors of domestic violence and provides educational workshops about the dynamics of domestic violence and healthy relationship skills.

**Position Summary:**

The **Children's Program Clinical Coordinator** will provide supervision, consultation, mentorship, training, and administrative support to Children's Program staff in the Department of Family Support Services. The **Children's Program Clinical Coordinator** will work closely with the Manager of Family Support Services to ensure function of Children's Program and its connection and collaboration with other CORA departments. The **Children's Program Clinical Coordinator** will be stationed at CORA's Community Office.

**Primary Responsibilities:**

Coordination:

- Coordinate family intake appointments for Children's Program staff at CORA's safe houses and the offering of ASQ to children 0-5
- Schedule and coordinate Building Emotional Understanding classes for clients at safe house and community office
- Coordinate Raising A Reader/Window Between Worlds program with Infant & Child Development Specialist
- Coordinate staffing for community office and safe house individual appointments and support groups
- Coordinate Children's Program volunteers

#### Direct Service:

- Maintain small caseload of CHIRP clients
- Be available as back up for emergency child watch needs
- Co-facilitate groups as needed

#### Supervision/Program Support:

- Train staff on trauma-informed treatment approaches. Maintain and organize training materials and worksheets.
- Conduct agency training on topics which relate to the special needs of the client population we serve.
- Oversee the flow of CHIRP referrals and update list periodically.
- Oversee the development of CHIRP psychosocial assessments, treatment plans, and other documents, as needed.
- Conduct regularly scheduled case conferences, interdisciplinary team meetings, individual supervision, and review and ensure accuracy and quality of client charts and treatment plans, including collection of data for funding sources.

#### Documentation/Quality Assurance Responsibilities:

- Maintain an updated log of active CHIRP clients.
- Send out reminders to clinicians of CHIRP client's quarterly assessment due dates.
- Review staff assessments, notes, and treatment plans.
- Maintain supervision notes.
- Ensure appropriate data entry and clinical staff documentation.
- Complete and support periodic program reports.
- Work closely with Manager of Family Support Services to ensure adequate data collection and clinical excellence.

#### Minimum Qualifications:

- License eligible (MFTI, ASW, Psychological Assistant, PCCI) or licensed (LCSW, LMFT, LPCC, PsyD) and registered with the CA BBS.
- Bilingual in English/Spanish
- Experience working with child survivors of trauma, specifically exposure to relationship violence in the home.

- Trained in TF-CBT, EMDR, and trauma-informed practices, preferred
- Familiarity with related resources in the community, and comfort in accessing them.
- Demonstrated ability to work with a team towards the establishment of a highly effective, stable, and cooperative work environment.
- Active listening skills and ability to work with a diverse clientele in an empathetic and non-judgmental manner.
- Demonstrated commitment to culturally-competent service provision.
- Understanding of issues of oppression and social injustice as they impact CORA's targeted communities.
- Ability to participate in giving and receiving constructive feedback, practice non-violent communication, and utilize insight and self-reflection.
- Access to a working automobile, clean DMV record, valid driver's license, and proof of current auto insurance.
- Successful results from a criminal background check, including fingerprint clearance.

**Reports to:** Manager of Family Support Services

**Benefits/Compensation:** This is a regular, full-time, non-exempt position; Competitive salary based on experience. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1<sup>st</sup> year), LT disability, life insurance, and a matching retirement plan.

**To Apply:** Please email resume and cover letter to: [jobs@corasupport.org](mailto:jobs@corasupport.org).

**Websites:** [www.corasupport.org](http://www.corasupport.org) and [www.teenrelationships.org](http://www.teenrelationships.org)

*CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.*

*All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.*

**No phone calls please.**