

**Center for Domestic Peace**  
**JOB DESCRIPTION**

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**Job Title:** Domestic Violence Advocate (Shelter) Bilingual (Spanish) \*Preferred  
**Hours:** Full-time, Mon-Fri, 9-5, occasional weekends & evenings  
**Compensation:** \$24.04/hour full time – 40 hours/week\*  
(Additional compensation for language skills will be included)  
**Benefits:** Yes, Vacation, medical/dental package plus retirement benefits  
**Union:** Yes, with membership dues

\*Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

**CENTER FOR DOMESTIC PEACE** is a nonprofit organization, in existence now for 41 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at [www.c4dp.org](http://www.c4dp.org).

**PRIMARY JOB RESPONSIBILITIES**

The Bilingual (Spanish) Domestic Violence Advocate (Shelter) position reports to the Director of Emergency Services. This position is responsible for the following:

- 1) Provide initial intake and assessment with emergency shelter families
- 2) Facilitate weekly support, educational and problem-solving groups for shelter residents
- 3) Establish both short and long-term plans for each resident family, providing advocacy to assist families to meet their goals including housing, childcare, employment, entitlement benefits, legal and medical needs. Maintain and develop on-going working relationships with other community agencies and resources
- 4) Develop opportunities for all resident families to exchange resources, provide mutual support and participate in recreational activities together
- 5) Participate in maintenance and upkeep of residential facilities (including household chores, household/grocery shopping, and cleaning), monitoring safety and security practices and confidentiality
- 6) Develop and maintain program record keeping, evaluation tracking system in accordance with funding requirements inclusive of resident files, program statistics, program report and site visit
- 7) Provide transportation and accompaniment for residents (court, medical, social services, basic needs, etc.)
- 8) Facilitate child-centered activities to increase self-esteem & conflict resolution skills
- 9) Coverage of English and/or Spanish hotline
- 10) Occasional evening/night shift coverage for Spanish hotline
- 11) Assist Emergency Director with monthly schedules, data entry and maintaining files for Division of Emergency Services.

**REQUIREMENTS**

- 1) Fluent bilingual in Spanish, both written and oral preferred
- 2) 1-2 years relevant experience, education or training in a related field
- 3) Previous experience providing direct services to battered survivors and their children OR successful completion of a certified domestic violence counselor training course
- 4) Understanding of the peer support model and Center for Domestic Peace' feminist analysis of domestic violence
- 5) Crisis intervention skills
- 6) Counseling and group facilitation skills

- 7) Demonstrated knowledge of community resources
- 8) Excellent communication skills
- 9) Computer skills: comfortable with Microsoft Office 2010 suite with ability to learn new software, as needed
- 10) Valid driver's license and auto insurance **with liability minimum of \$100k (per person)/\$300k per occurrence**, and access to a car during working hours
- 11) Flexible work schedule
- 12) Some (heavy) lifting of donations, household, guest and/or other items
- 13) Must be able to lift 30 lbs.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

**TO APPLY:**

Submit current resume with a cover letter to (no calls please)  
Director of Emergency Services  
Center for Domestic Peace  
734 A Street, San Rafael, CA 94901  
Or email to [grodriguez@centerfordomesticpeace.org](mailto:grodriguez@centerfordomesticpeace.org)