



## Residential Counselor Shelter Program

### Full Time Non-Exempt (40 hours)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

### **Summary Statement:**

The Residential Counselor (RC) will be working non-traditional hours on week nights (4pm – 12am) and weekend shifts (4pm-12am). The Full Time Residential Counselor will be working 40 hours/week.

The RC will be providing sole coverage for a residential shelter program. The RC will develop and provide nonviolent communication and comprehensive responses for and with survivors of domestic violence striving to achieve a nonviolent and self-sufficient life. The RC will also educate and guide the families at the shelter with healthy communal living standards and communication strategies. The RC will work with other teammates for general shelter upkeep, inventory purchases, and compliance with safety regulations. The RC will also work closely with all staff to ensure provision of comprehensive and coordinated services through management of Transitional Shelter facility and operation needs. The RC will also coordinate and assist in programs that pertain to the goals of CPAF's Transitional Shelter. Residential Counselors will receive support and guidance from the Transitional Program Manager.

### **Duties and Responsibilities:**

- **Household Management:** Facilitates house meetings to address issues arising from communal living; coordinates purchasing supplies and receiving donations; prepares units for incoming and exiting residents; maintains inventory; assists with shelter repair and maintenance; maintains compliance with health and safety standards; works closely with Transitional Shelter Program Team to develop and maintain necessary policies, procedures, forms and records.
- **Direct Services:** Provides emotional support and crisis intervention; helps develop and implement supportive programs; assists with interpretation/translation, case management, and occasional child-care; maintains up-to-date documentation on clients and program activities. Facilitates client programs and provide support to volunteers. Implement and carry-out the rules of the shelter.
- **Travel requirements:** Driving is an essential job function for this position to meet program needs. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff meetings and consultations.
- **Outreach:** Identify/create opportunities to be an ambassador for CPAF's mission.

**Qualifications:** The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

#### General

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have access to own vehicle.
- Able to plan work schedule respective to program needs, including working evenings or weekends and intermittent meetings during weekdays.

#### Job Execution

- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties please submit cover letter and resume to [hr@cpaf.info](mailto:hr@cpaf.info) and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

*Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.*