



Shelter Program Coordinator, TS-2

Full Time – Non-Exempt (40 hrs/wk)

Starting Salary Range: \$45,000 – \$50,000/year

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 Shelter Program Coordinator (SPC) position at TS-2 is a non-exempt position working 40 hours a week with and for domestic violence and sexual assault survivors and reporting to the Shelter Program Manager. At the TS-2 site, two Shelter Program Coordinators work collaboratively to coordinate, implement, and evaluate women's and children's program activities. Each Shelter Program Coordinator supports survivors of domestic and sexual violence and their children entering TS-2 through relocation assistance, case management, emotional support, and supportive services. The SPC is responsible for administrative tasks, such as grant reporting and grant tracking. In addition, the SPC will work closely to engage and coordinate volunteers to support the TS2 program.

Duties and Responsibilities:

- **Program Development and Implementation:** Collaborate with SPC colleague to develop, implement, coordinate, and evaluate in-shelter and post-shelter workshops & activities with and for TS-2 women and children; engage and develop volunteers, interns and community partners to support program activities, including taking the lead on TS-2 volunteer coordination, language interpretation/translation and engagement; communicate and collaborate with colleague to meet the residents interests and programmatic needs.
- **Direct Service:** Work closely with team members on admission decisions and conduct orientation, intake and assessment of families into TS-2; develop goal-oriented action plans and provide case management for survivors and their children; provide emotional support/counseling services; provide accompaniments to survivors for their legal, court, housing, public benefits and medical appointments and other meetings as necessary; develop and update relocation plans and personal budget with survivors; and maintain up-to-date files on participants and program activities.
- **Program Administration:** Prepare regular internal progress reports to communicate to the team to track grant reports; work with Shelter Program Manager to provide necessary programmatic information by established grant deadlines; work with teammates to ensure relevant forms and files pertaining to TS-2 residents.
- **Travel requirements:** Driving is an essential job function for this position. A valid CA driver's license is required if using employee's own vehicle or agency vehicle to perform duties. The employee must show proof of insurance for own vehicle, and must also be eligible for coverage under CPAF's auto insurance policy.
- **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 and team meetings.
- **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, national/local sex offender registry check, annual TB test and annual driving record search.
- Must have access to own vehicle.

Job Execution

- Experience in case management and facilitating women/children's programs
- 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
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
- 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 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 nor harass nor allow harassment against its employees or applicants on the basis of ancestry, age (40 and above), citizenship, color, disability (physical and mental, includes HIV and AIDS), domestic partner status, domestic violence victim status, genetic information, gender, gender identity, gender expression, marital status, medical condition (cancer/genetic characteristics), military or veteran status, national origin, political affiliation, race, religion, religious creed (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sex stereotypes, sexual orientation, request for FMLA, CFRA, or reasonable accommodation, transgender status, 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.