

Center for Domestic Peace
JOB DESCRIPTION

Job Title:	Part Time Bilingual Off-Hours Hotline Emergency Services Advocate (Spanish)
Hours:	Part-time Thursday and Friday 5 pm – 1 am plus weekly Tuesday meeting 9 am-10 am
Compensation:	24.54 per hour
Benefits:	Sick leave
Union:	No
Date of Hire:	Immediate

* 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 42 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.

PRIMARY JOB RESPONSIBILITIES

The Bilingual Emergency Services Off-Hours Hotline Advocate (Spanish) position reports to the Emergency Services Program Leader. This position is responsible for the following:

1. The part-time position will answer Hotline calls Thursday and Friday 5pm-1am.
2. Attend weekly Hotline Meeting Tuesday 9am-10am and Staff/Supervisory meetings as required.
3. Provide initial phone screening and assessment with eligible callers requesting shelter.
4. Provide phone counseling, advocacy, domestic violence education, information, resources and support to callers requesting assistance.
5. Track all Hotline interactions in Salesforce Database.
6. Assist Domestic Violence Assessors and others seeking to connect victims to C4DP.
7. Assist Emergency Services Program Leader with data entry and maintaining files for Division of Emergency Services.
8. Fulfill special projects and other duties as assigned by Manager and/or Program Leader of Emergency Services.

REQUIREMENTS

1. Fluent bilingual in Spanish and English, both written and oral.
2. Completed Center for Domestic Peace 40-hour Domestic Violence Advocate Training. (Can be completed after hire).
3. Must have completed Center for Domestic Peace Domestic Violence Counselor Certification. (Can be completed after hire).
4. 1-3 months as a certified Domestic Violence Counselor.
5. Understanding of the peer support model and Center for Domestic Peace' feminist analysis of domestic violence.
6. Crisis intervention skills.
7. Demonstrated knowledge of community resources.
8. Valid California driver license, access to vehicle during working hours, and auto insurance, with liability minimum of \$100k (per person)/\$300k per occurrence.
9. Computer skills: comfortable with word processing and data entry; familiarity with Microsoft Office

2010 suite.

10. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.
11. Able to lift 30 lbs.
12. Background check and clearance through DOJ Live scan fingerprinting required.

**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 indicating which position you are applying for to (no calls please):
Emergency Services Program Leader
Center for Domestic Peace
734 A Street, San Rafael, CA 94901
Or email to sarana@c4dp.org