



## Regional Domestic Violence Coordinator

### Full Time [Exempt] (40 Hrs.)

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 Domestic Violence Regional Coordinator (DV Coordinator) is responsible for supporting and enhancing the connections between domestic violence (DV), sexual assault (SA), and human trafficking (HT) service providers and Coordinated Entry Service (CES) providers, including crisis and permanent housing providers to ensure clients have an opportunity to access and utilize CES housing resources to quickly return to stable and permanent housing. The DV Coordinator will work with local, state, and national partners to develop and strengthen policies that affect the work of both the DV and homeless systems of care.*

### **Duties and Responsibilities:**

- Education
  - Supports the ongoing training and education of community partners and stakeholders within the CES system; including but not excluded to: Accessing CES, DV/SA/HT and new resources within the system.
  - Train community partners and stakeholders on CES and DV, SA, and HT
  - Must participate in all LAHSA-required CES system wide-trainings
- Outreach:
  - Regular engagement with other SPA-based DV Coordinators and LAHSA's DV Coordinator.
  - Coordinate and participate in regional "Case Conferencing" meetings of service providers who are working with clients experiencing DV, SA, and HT being referred to and from CES, as needed
  - Participate in building relationships with community partners and stakeholders to increase the availability and accessibility of supportive services and housing opportunities for participants experiencing DV, SA, and HT.
  - Must participate in all LAHSA-required CES system meetings
- Program Development
  - Provide strategic coordination between homeless services and DV/SA/ HT agencies in order to ensure that survivors who identify as DV/SA/HT gain greater access to homeless services and resources.
  - Create and maintain a SPA-Wide Referral Network of non-Continuum of Care (COC) funded services
  - Provide regular written reports on regional coordination and aggregate data on DV, SA, and HT clients being served by CES
- 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.
- Travel requirements:
  - Driving is an essential job function for this position in order to regularly provide coordination of referral/services, education, and outreach to local CES, DV, SA, HT providers and stakeholders. Therefore the employee must have a valid CA driver's license and use their own vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.

**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.

#### Job Execution

- Ability to work cooperatively with individuals, groups, and organizations diverse in mission, composition, function, capacity and geographic location; especially as this position will require for co-location between CPAF sites and CES lead agencies within SPA 4, as needed.
- Strong facilitation and mediation skills, including the ability to effectively facilitate productive discussion among diverse stakeholder groups.
- Knowledge and understanding of policy, systems, and local programs that impact homeless persons and related public funding sources, regulations, requirements and procedures
- Must be able to make informed, appropriate decisions on policies that are aimed to improving how the DV/SA/HT population can better access the CES system.
- Experience with domestic violence, sexual assault, human trafficking programs and the Los Angeles Coordinated Entry System and homeless services, including knowledge of best practices and relevant statutes and regulations
- Ability to articulate and strategically pursue ideas to improve DV and homeless systems.
- 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](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.*