



## Shelter Program Coordinator-ES

### Full Time - Non-Exempt (40 hrs/wk)

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 Program Coordinator position 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 Emergency Shelter. The Shelter Program Coordinator (SPC) works collaboratively with the Emergency Shelter (ES) team to lead, coordinate, implement, and evaluate women's and children's program activities. The SPC will have administrative tasks, such as grant reporting, grant tracking and leading facilities management. In addition, the SPC will work closely to engage and coordinate volunteers to support the ES program and generate new resources and options to improve relocation and employment prospects for residents. This is a full time position and requires an 8-hour work day that can range anywhere between the hours of 8a.m. to 9p.m., Monday to Friday and may include some weekends depending on your assigned schedule.

### Duties and Responsibilities:

- Program Development and Implementation: Develop, implement, coordinate, facilitate, and evaluate in-shelter workshops & activities with and for ES adults and children; engage and develop volunteers, interns and community partners to support program activities, including taking the lead on ES volunteer coordination and engagement; communicate and collaborate with teammates and cross-team to create activities that meet the resident's interests and programmatic needs.
- Site Maintenance & Program Administration: Prepare regular internal progress reports to communicate site updates cross-team and 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 ES residents and Emergency Shelter are up to date; work collaboratively cross-team to lead the ES efforts in coordination and execution of shelter and office repair, maintenance, and cleanliness.
- Direct Services: In lieu of Shelter Program Manager, can provide good consult and decision-making with the ES team; work with Family Advocates to coordinate supportive services ranging from intake to exit – including assessment, intake and orientation of families into shelter program, providing occasional case management and emotional support, and works with survivors to establish and maintain budgets through financial literacy, personal finance discussions, and workshops. With Family Advocates, coordinates move out needs and transports survivors and their belongings to TS and permanent housing. Maintains up-to-date files on clients and program activities. Provides hotline support.
- Travel requirements: Driving is an essential job function for this position in order to implement program activities, address site maintenance issues, and for some direct service needs. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.
- Teamwork: Works with ES team to provide a stable and supportive environment for survivors at ES. As needed, responds to crisis situations/emergencies; participates in organizational development activities and provides support to other program and agency needs as they arise.
- Outreach: Represent CPAF and ES in network meetings, public forums, presentations, trainings, etc.; provide public education; build community partnerships with Shelter Program Manager that enhance survivor's employment & housing options; establish and maintain resource and referral network of domestic violence, sexual assault, and child abuse services and programs.

**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.

Job Execution

- Excellent communication skills, both written and oral.
- 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.*