



Job Title: Navigator/Program Coordinator
FLSA Status: Non-Exempt
Hourly Rate Range: \$25 to \$29/ hr.
Location: Richmond, CA
Prepared Date: 4/27/23

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch.

POSITION SUMMARY:

We are accepting applications for one full-time Navigator/Program Coordinator at our **West Contra Costa Center in Richmond, CA**. This is a non-exempt position. We offer full benefits, including medical, dental and vision insurance as well as paid holidays and sick leave.

This position entails two distinct roles: (a) Navigation: You will review the full spectrum of services available to the victim and will assist in identifying services as needed as well as help guide victims’ access to these services, addressing both their urgent and longer-term needs. You will serve as a single point of contact on-site and off-site for all partners working with the victim. (b) Program Coordination: You will support the Center’s Trauma Recovery Center and other programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Navigation:

- Review intake procedures and policies with all clients and visitors.
- Conduct screening interview with all incoming clients, including needs assessment, safety plan, service plan, and follow-up plan.
- Participate in active, ongoing case-planning with on-site partners.
- Provide back-up support for Reception Desk when appropriate.
- Organize and maintain paper and electronic files.
- Identify service barriers and follow up with communication.

- Plan and attend community outreach events.

Program Coordination:

- Coordinate special projects, including behavioral health programs.
- Assist with data input, reporting and documentation.
- Assist with creation of contract demands.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field or equivalent experience.
- Minimum of four years' experience relevant to the position: case management, victim advocacy, legal advocacy, or criminal justice experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Strong analytical and organizational skills.
- Project management experience and report writing skills.
- Flexibility and strong problem-solving capabilities.
- Competency with multi-media equipment and applications, computer software and data systems.
- High comfort with data collection and evaluation.
- Ability to travel.
- Ability to multi-task and learn new areas and practices.
- Interest in learning about and practicing leadership.
- Experience working as part of a team.

BENEFITS:

We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverages, life insurance with fully paid premiums. We also offer retirement benefits.

To apply to this position, please submit a **cover letter and resume** to: brenda@cocofamilyjustice.org no later than May 15, 2023. Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform a writing task.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

