



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)

**Job Title:** Bilingual Navigator I

**FLSA Status:** Non-Exempt

**Hourly Rate Range:** Navigator I at \$26-\$32/hr. (\$50,700-\$62,400/yr.)

**Location:** Concord, CA

**Prepared Date:** 2/15/2024

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- 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 the West Center located in Richmond, the Central Center in Concord, the East Center in Antioch, and the Solano Center in Fairfield.

### POSITION SUMMARY:

We are accepting applications for **Bilingual Navigator I** (English -Spanish bilingual required) for one vacancy in **Central Center** in Concord. The Navigator works with IPV victims in identifying services and guides victims’ access to these services. While each Navigator is assigned to work at one Center primarily, she/he will work at all four Centers as necessary.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Prepare monthly reports of clients and services.
- Provide back-up support for Reception Desk when appropriate.
- Participate in short- and long-term strategic planning.
- Organize and maintain paper and electronic files.
- Identify systems barriers and policy issues and develop advocacy plans.
- Plan and attend community outreach events.
- Coordinate special projects, partner meetings and trainings.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

### EDUCATION AND EXPERIENCE:

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West:  
256 24th Street  
Richmond CA 94804  
(510) 974-7200

Central:  
2151 Salvio Street, Ste 201  
Concord, CA 94520  
(925) 521-6366

East:  
3501 Lone Tree Way, Ste 4  
Antioch, CA 94509  
(925) 281-0970



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

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual in English and Spanish.
- 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.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.

### **SPECIAL CONSIDERATION:**

- Ability to create effective social media posts.
- Comfort with website design and graphics.
- Superb writing skills.
- Ability to fix computers and troubleshoot technical issues.
- Interest in or experience with non-violence work.
- Innovative and creative self-starter.
- Interest in staff and organizational development work.
- Deep understanding of public systems.

### **COMPENSATION:**

\$26-\$32/hr. (\$50,700-\$62,400/yr.) depending on experience. 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.

### **APPLICATION PROCESS:**

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To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org) no later than March 1, 2024. 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 research and writing tasks.

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.

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