



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

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

**Job Title:** Children and Youth Behavioral Health Initiative (CYBHI) Program Coordinator

**FLSA Status:** Non-Exempt (Full or part-time)

**Hourly Rate Range:** \$30 - \$33

**Location:** Fairfield, CA

**Prepared Date:** 3/7/24

---

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. 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 one Program Coordinator (60% to 100% time). We provide generous fringe benefits, including paid holidays, paid annual and sick leave, life insurance and retirement benefits. Health insurance coverage, including dental and vision coverages, are available to employees working more than 30 hours per week, at no cost to them. We work 37.5 hours per week.

Program Coordinator is responsible for coordinating and supporting the Center’s Children and Youth Behavioral Health Initiative (CYBHI) program. Under the CYBHI program, trauma-informed mental health services for children and youth will be offered at the Solano Family Justice Center. Program Coordinator will report to the Solano Center Director and support the clinical team of three clinicians supervised by the Family Justice Clinical Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with development of program policies and protocols and coordinate referral process and forms.
- Implement program activities, oversee grant deliverables, and refine program designs.
- Document and report on program outcomes and meet the project evaluation requirements.
- Plan and attend community outreach events.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Center Director.
- Maintain relationships with Family Justice partners for coordination of client services.

---

West:  
256 24th Street  
Richmond CA 94804  
(5) 974-7200

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

East:  
3501 Lone Tree Way Antioch, CA  
94509) 281-0970



### EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field or equivalent work experience.
- Minimum of two years' experience relevant to the position: mental health support, program design and implementation, and grant reporting.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- Knowledge of trauma-informed mental health services for children and youth.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Ability to work with and support children and youth.
- Strong analytical and organizational skills and problem-solving capabilities.
- Project management experience and report writing skills.
- Microsoft Word, Excel, and Google features proficiency.
- High comfort with data collection and evaluation. Familiarity with case management databases.
- Ability to travel.
- Ability and willingness to learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.
- Comfort with social media communication, website design, and graphics work preferred.
- Fluency in Spanish or Asian languages preferred.

### APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org). 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.