

Position Title: Bilingual Family Advocate

Who We Are: CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children. We provide legal assistance, education and outreach, individual and group counseling, a 24-hour hotline, emergency response through our collaboration with law enforcement, two emergency shelters and supportive housing to survivors of intimate partner violence/abuse.

Position Summary: The purpose of this position is to provide housing advocacy, case management and supportive services for domestic violence survivors and their families while they increase their self-sufficiency and transition into permanent housing. The Family Advocate will assess eligibility in transitional housing, provide case management and advocacy toward personal safety and increased self-sufficiency, provide education around budgeting and similar life skills, and assist families in locating and determining appropriateness of long-term housing options. The position will also provide support to CORA's other supportive housing programs. This position involves responsibilities at multiple sites throughout San Mateo County.

Primary Responsibilities:

- Conduct eligibility assessments and intakes according to contract requirements.
- Coordinate and assist in client move-in/outs and monitor housing units for safety.
- Provide culturally appropriate advocacy, case management, and crisis counseling services for a caseload of domestic violence survivors and their families using trauma-informed practices.
- Utilize client-centered needs assessments, service plans and motivational interviewing to empower and motivate clients toward achieving goals related to housing, childcare, employment, benefits, legal services, etc.
- Monitor clients for progress and review eligibility criteria for ongoing participation in the program.
- Provide education on budgeting techniques, employment preparation, and other life skills either individually or in a group setting as assigned.
- Link families to other services such as job training, credit counseling, Cal Fresh, or similar in a manner that promotes engagement.
- Assist clients in locating and determining appropriateness of housing options.
- Provide safety planning and supportive peer counseling.
- Act as an advocate for client(s) across other systems such as CPS, housing, public benefits, etc.
- Complete required documentation and enter data into client database in an accurate and timely manner.
- Train, supervise, and schedule volunteers.
- Assist in the maintenance of filing systems and developing/implementing new protocols and procedures relating to supportive housing programs.
- Collaborate effectively with other departments and outside agencies to ensure quality client-centered service delivery.
- Attend supervision, departmental and agency staff meetings and trainings as recommended by supervisor.
- Must be able to work independently

- Other duties as assigned by supervisor.

Required Skills:

- Must be bilingual, read, write, and speak Spanish.
- BA degree in social work, psychology, counseling, or related field; or an equivalent combination of education and experience in the provision of social services.
- Minimum 3-5 years' experience providing goal oriented case management and/or motivational interviewing.
- Experience working with survivors of domestic violence preferred, including completion of 40-hour domestic violence training. *Candidates who have not completed the training will be required to do so.*
- Ability to provide culturally competent services and work with a diverse staff and clientele in an empathetic and non-judgmental manner.
- Must demonstrate acceptable level of maturity, emotional stability, and sound judgment to provide effective services to diverse populations.
- Ability to integrate feedback and utilize supervision.
- Excellent interpersonal skills and ability to function as a part of a team and work in collaboration with outside agencies.
- Proficiency in Microsoft Word and Excel required.
- Valid California driver's license, access to a car and insurance.
- Background check, including fingerprinting clearance from the Department of Justice; Demonstrate eligibility to work in the United States.
- Familiarity with community-based services in San Mateo County preferred.

Reports to: Interim Housing Coordinator

Benefits/Compensation: This is a full time, non-exempt position based on a 37.5 hour work week. Hourly range is \$21.00 - \$22.00 per hour. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1st year), LT disability, life insurance, and a matching retirement plan.

To Apply: Please email resume and cover letter to: jobs@corasupport.org.

CORA History and Overview

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, emergency shelter options, and supportive counseling. Family Support Services provides mental health therapy, supportive/transitional housing, and a children's program. CORA has robust legal services for survivors of domestic violence and provides educational workshops about the dynamics of domestic violence and healthy relationship skills.

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an

appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

Websites: www.corasupport.org and www.teenrelationships.org

CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.

All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.

No phone calls please.