



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Program Specialist 1	Job Category:	Office based Services
Classification:	Office Based	WC Code #:	8742
Location:	Mountain Crisis Services	Travel Required:	YES
Level/Salary Range:	\$16.50	Position Type:	30 hours per week
HR Contact:	Kristin Lowery	Phone:	(209) 742-6456
Name:		Date of Hire:	October 1, 2019
Immediate Supervisor:	MCS Program Director		
Benefits:	12 Prorated holidays, accrue 114 hours of PTO per year Cafeteria Plan with Health, Dental, Life and Retirement Benefit Options.		

Applications Accepted By: September 19, 2019 by 5pm

E-mail: kristinl@alliance4you.org
Subject Line: DV/SA Shelter Advocate
Attention: Human Resources

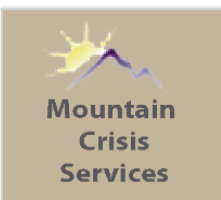
Job Description:

- Assists the older adult population who have experienced domestic violence or sexual assault with crisis intervention, assessment, restraining orders, legal advocacy, and resource/referral and case management and assisting with community outreach and education.
- 30 hour per week. Hours will be Monday 8:30-2:30pm Tuesday thru Thursday, 8:30-5:00.
- You must have a valid driver’s license for at least 5 years.
- This position is responsible assisting and supporting victim/survivors DV/SA older adults population ,
- Data Entry.

ROLE AND RESPONSIBILITIES

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Legal Advocacy and Assistance:

- Assesses clients' current and long-term needs, including advocacy needs in criminal court, family court and civil court.
- Serves as a liaison between the client and community resources or agencies.
- Accompanies and transports clients as needed to medical, law enforcement appointments to seek help with crime related, and significant incident situations.
- Provide assistance with restraining order/custody papers.
- Provides court support and general information regarding the criminal justice system, acts as court escort and provides information on the status of the client's case.
- Prepares correspondence on behalf of clients to service providers.
- Provides legal advocacy services in rural areas of the County as needed.
- Mentors clients to write their own correspondence.
- Attends Public Policy Meetings and Domestic Violence response team case staffing as needed.

Crisis Intervention and Assessment:

- Responds to victims of crime to reduce levels of trauma and provide support during assessments and crisis intervention.
- Conducts assessments and intakes to best assess client needs.
- Provide short-term peer counseling during assessment period.
- Facilitates referrals to individuals to appropriate services (Adult Protective Services, shelter, domestic violence and sexual assault response team, counseling, groups, etc.) or community resources for additional assistance and counseling.
- Provides transportation for clients, when requested by a supervisor.

ADMINISTRATIVE DUTIES:

- Data entry of client registration and service logs into database.
- Answers crisis line and documents services.

GENERAL DUTIES

- Other duties as assigned within scope of job classification.
- Participate in staff meetings during regularly scheduled work time or as requested by supervisor.

QUALIFICATIONS

KNOWLEDGE OF:

- Data Entry and Office computer programs
- Domestic Violence and Sexual Assault
- Crisis intervention and Counseling Techniques





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- Knowledge of office operations and processes
- Skills and knowledge of multiple computer applications (Data entry, Excel, Word, PowerPoint, Webinar software, website software, etc.)

ABILITY TO:

- Communicate and deal effectively with individuals and groups in stressful situations.
- Work effectively with limited supervision, high stress, and rapidly changing situations and circumstances.
- Effectively communicate with individuals of various socioeconomic and cultural backgrounds.
- Help clients to resolve conflict.
- Organize and prioritize tasks according to deadlines and client needs.
- Demonstrate sensitivity to the cultural/ethnic diversity of the service population.
- Supervise volunteers from various backgrounds and levels of experience.

EDUCATION/EXPERIENCE

- High School Diploma/GED with two years' work or volunteer experience in the field of social services.
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals.
- Complete DV/SA MCS Volunteer Training upon hire.
- Complete First Aid/CPR certification upon hire.

PHYSICAL REQUIREMENTS:

- Ability to see read and distinguish instructional material, rules and policies and other printed matter.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Physical agility to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead.
- Physical agility to push/pull, squat, twist, and turn.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments.
- Facility to drive a car.

NOTE

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with





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the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

ADDITIONAL REQUIREMENTS:

- Must provide an official fingerprint card. Finger print clearance at Alliance expense. Failure to pass fingerprint clearance may result in termination or withdrawal of job appointment.
- Must possess a current valid California Driver’s License and must also provide proof of car insurance.
- Must have reliable transportation.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:		Revised Job Description Date:	9/9/19

