

**Center for Domestic Peace**  
**JOB DESCRIPTION**

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**Job Title:** Bilingual (Spanish) Off-Hours Emergency Services Advocate (Shelter)  
**Hours:** Full-time, Saturday-Wednesday 4 pm – 12 am  
**Compensation:** \$24.54 per hour\* (\$51,040 annual FTE includes bilingual differential)  
**Benefits:** Vacation, medical/dental package plus retirement benefits  
**Union:** Yes, with membership dues

\* A training rate of \$2,500 to \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

**CENTER FOR DOMESTIC PEACE** is a nonprofit organization, in existence now for 42 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at [www.c4dp.org](http://www.c4dp.org).

**PRIMARY JOB RESPONSIBILITIES**

The Bilingual (Spanish) Off-Hours Emergency Services Advocate (Shelter) position reports to the Manager of Emergency Services. This position is part of the Emergency Services Division team. For information sharing purposes, this position overlaps with day time advocates as well as overnight advocates. This position is responsible for the following:

1. Provide initial intake and assessment with emergency shelter families.
2. Facilitate support, educational and problem-solving groups for shelter residents as needed.
3. Provide advocacy to assist families to meet their goals including housing, childcare, employment, entitlement benefits, legal and medical needs.
4. Develop opportunities for all resident families to exchange resources, provide mutual support and participate in recreational activities together.
5. Participate in maintenance and upkeep of residential facilities (including household chores, household/grocery shopping, and cleaning), monitoring safety and security practices and confidentiality.
6. Develop and maintain program record keeping, evaluation tracking system in accordance with funding requirements inclusive of resident files, program statistics, program report and site visit.
7. Provide transportation and accompaniment for residents as needed.
8. Facilitate child-centered activities to increase self-esteem & conflict resolution skills.
9. Coverage of English and/or Spanish hotline.
10. Assist Manager of Emergency Services with monthly schedules, data entry and maintaining files for Division of Emergency Services.

**QUALIFICATIONS AND REQUIREMENTS**

1. Fluent bilingual in Spanish, both written and oral.
2. 1-2 years relevant experience, education or training in a related field.
3. Previous experience providing direct services to battered survivors and their children OR successful completion of a certified domestic violence counselor training course (may be completed after hire).
4. Understanding of the peer support model and Center for Domestic Peace' feminist analysis of domestic violence.
5. Crisis intervention skills.
6. Counseling and group facilitation skills.

7. Demonstrated knowledge of community resources.
8. Excellent communication skills.
9. Computer skills: comfortable with Microsoft Office 2010 suite with ability to learn new software, as needed.
10. Valid driver's license and auto insurance **with liability minimum of \$100k (per person)/\$300k per occurrence**, and access to a car during working hours.
11. Flexible work schedule.
12. Some (heavy) lifting of donations, household, guest and/or other items.
13. Must be able to lift 30 lbs.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION  
EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training. Applicants may obtain a copy of C4DP's Equal Employment Opportunity and Cultural and Linguistic Competency Policy on request.

**TO APPLY:**

Submit current resume with a cover letter to (no calls please)  
Manager of Emergency Services  
Center for Domestic Peace  
734 A Street, San Rafael, CA 94901  
Or email to [sarana@c4dp.org](mailto:sarana@c4dp.org)