



## Employment Opportunity

### Disability Services Coordinator (Project Based)

**The Organization:** SAVE's mission is to strengthen every individual and family we serve with the knowledge and support needed to break the cycle of domestic violence and build healthier lives. In pursuit of this mission, SAVE provides a comprehensive range of direct services to people experiencing domestic violence from immediate crisis intervention to long-term supportive services. SAVE offers competitive benefits and a fun and stimulating work environment. We are focused on continually improving our survivor-centered, trauma-informed work and meeting the needs of the diverse communities we serve.

**The Position:** The Disability Services Coordinator (DSC) is responsible for ensuring the successful implementation of SAVE's Disability Services program. The program consists of 3 primary components: 1. providing and/or facilitating the provision of services to survivors of domestic violence who have disabilities; 2. conducting concerted outreach to agencies throughout our service area which provide services to people with disabilities and creating operational agreements and formalized referral processes with those agencies; and 3. improving existing and developing new agency protocols for working with survivors with disabilities. The DSC works closely with the Director of Programs and other SAVE staff to ensure that domestic violence survivors with disabilities have equitable access to SAVE services and programs. The DSC also advocates on behalf of survivors with disabilities to ensure equitable access to resources and services available from outside agencies. The DSC works dually on program implementation strategies and provides direct case management services to survivors of domestic violence.

This position is grant funded through March 2020.

**The Ideal Candidate:** Strong candidates for this position will demonstrate an understanding of the specific issues faced by domestic violence survivors living with a disability as well as an overall understanding of available services and benefits available to survivors who have disabilities. The candidate will have a deep commitment to providing trauma-informed, client centered services and a desire to assist domestic violence survivors to access any and all services which would benefit them. Previous experience working with both survivors and community services and benefits for people with disabilities is strongly desired. Experience developing programs and building community partnerships is also strongly desired. Candidates who are bilingual and bicultural and who have lived experience with domestic violence and/or a disability are strongly encouraged to apply.

**Status: Full Time, Nonexempt 40 hrs/week through March 2020**

**Location: Fremont, CA**

**Hours: 40.0 per week**

**Salary: The salary for this position is \$22/hr.**

**Benefits: Comprehensive benefit package, 403(b) retirement plan, paid holidays, vacation and sick-time**



### **Description of essential duties:**

- Provide intensive crisis intervention and case management services to survivors who identify as having a disability and survivors who may be eligible for services for people with disabilities.
- Conduct individual sessions with clients to identify needs, set goals, make referrals and track client progress.
- Assist clients to apply for and obtain benefits for which they are eligible (SSI/SSDI, CalWORKS, VOC). Provide necessary advocacy with governmental agencies.
- Provide on-going case management including: safety planning, risk assessment, short-term and long-term intervention planning.
- Identify obstacles and risks to the client's safety and stability and work with client to overcome these obstacles and mitigate the risks
- Provide regular mobile or in-home advocacy and case management as appropriate.
- Work with partner agencies to disseminate information about the program and recruit participants – including providing presentations, trainings or client workshops.
- Supervise, train, and support appropriate, trained volunteers.
- Maintain a directory of providers who serve people with disabilities and related resources.
- Develop and maintain client files, ensuring the receipt and retention of necessary documentation related to assistance provided.
- Meet with management for supervision regularly and as needed.

### **General Duties:** (shared by all direct service staff)

- Respond to crisis calls and walk-in clients.
- Maintain up-to-date files and records of all services provided.
- Provide emergency client transportation.
- Attend all required meetings, including staff meetings, trainings, consultations, and retreats.
- Assist with training new staff members and volunteers.
- Assume responsibility for site security and safety as needed.
- Provide input into program planning and developments.
- Assist with maintaining program operations and office functions as needed.

### **Qualifications:**

Ability to perform the duties described above. A typical means of acquiring those abilities would be:

- Bachelor's degree or equivalent experience in human services, social work, counseling, psychology, criminal justice, or related field
- At least 3 years' experience providing case management or similar service in a social service setting with a focus on assisting people with disabilities.
- At least two years' experience working with domestic violence survivors
- Experience conducting training helpful
- Bilingual skills and/or bicultural experience preferred.
- **Employment is contingent upon passing a background investigation.**



### **Requirements:**

- Thorough understanding and demonstrated record of commitment and sensitivity to intimate partner violence, including comprehensive knowledge of the signs, cycles, nuances, types, and risk factors for abuse.
- Ability to work effectively, cooperatively, and respectfully with staff, volunteers, clients, and community members regardless of race, ethnicity, national origin, partner status, faith, age, socio-economic status, gender identification, and physical or mental ability.
- Strict adherence to organization's confidentiality and privacy policies, and the ability to recognize sensitive issues and act accordingly.
- Demonstrated understanding of the challenges faced by domestic violence survivors.
- Demonstrated understanding of the challenges faced by marginalized, unserved/underserved communities.
- Demonstrated understanding of a client centered, trauma informed approach to working with people experiencing domestic violence.
- Ability to adapt to a variety of environments or work demands.
- Ability to maintain a high level of consciousness and sensitivity to client needs and domestic violence issues.
- Ability to support and respond with humility to diversity.
- Ability to communicate effectively.
- Ability to work independently.
- Willingness to work flexible hours including evenings and weekends. Ability to work in a crisis-oriented environment.
- Demonstrated commitment to the mission and values of SAVE.
- Computer literate with knowledge of MS Office (Word, Excel, Outlook, Publisher) and client tracking databases.
- Must possess a valid California driver's license, insurance, and access to an automobile. Proof of insurance and loss payee endorsement is required. Must meet agency's driving requirements.
- Must have completed or be willing to complete the state-mandated 40-hour domestic violence counselor training.

### **Interdependencies with Other SAVE Areas/Programs:**

Shelter, COPS, Youth Services Program, Linkages, Clinical Services, Empowerment Center, Development

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.



<u>PHYSICAL ACTIVITIES</u>	-----Amount of Time Spent-----			
	Rarely	Occasionally	Frequently	Regularly
Seeing: Must be able to see and read with or without corrective lenses or other aids.				X
Communication: Must be able to communicate effectively with people in person, via phone systems, through text and other devices.				X
Stationary positions; Must be able to maintain a stationary position for an hour or more.			X	
Moving: Must be able to move about the office space, travel to other work sites.				X
Climbing/Stooping/Kneeling/Bending		X		
Lifting/carrying up to 25 lbs		X		
Lifting/carrying over 25 lbs	X			
Grasping/Feeling/Finger use of both hands: Must be able to write, type, use a keyboard and telephone system.				X

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employees assigned to this job.

Applicants should be able to perform the essential functions of the job, with or without accommodation. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**Equal Employment Opportunity**

As an equal opportunity employer, SAVE supports equal opportunity for employment and advancement free of race, color, religious creed, ancestry, national origin, age, sex (includes sexual harassment) pregnancy (childbirth or related medical conditions), marital status, sexual orientation (heterosexuality,



homosexuality and bisexuality), medical condition (cancer and genetic characteristics), mental or physical disability (includes HIV and AIDS), political affiliation/opinion, Veteran's status, or request for family medical leave. SAVE is committed to ensuring that the work environment of SAVE employees are free from discrimination, harassment, and retaliation.

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