

BILINGUAL DOMESTIC VIOLENCE PROGRAM COORDINATOR

The Bilingual Domestic Violence Program Coordinator for the Families in Control Program Of the Latin American Community Center, is responsible for the delivery of a complement of services to Latina victims of domestic violence, including counseling, education, information and referrals, transportation and support. Services are delivered either one on one or in support groups. The DV Coordinator is responsible for ongoing (monthly) community outreach with other nonprofit or governmental organizations and will work one day per week out of our Middletown office for the purpose of outreach and to serve clients in Middletown and surrounding communities. The DV Coordinator will be responsible for managing program budgets and program costs. Will be required to translate documents, conduct client intake, fill out forms. **MUST BE BILINGUAL SPANISH/ENGLISH.**

Specific Responsibilities

- Provide Latino women who are victims of domestic violence with crisis intervention services, support group therapy, counseling and referral services
- Provide Latin children in a domestic violence environment with referrals to appropriate agencies when necessary
- Maintain all required documentation for reporting and compliance to funding sources and insure that data is kept current, including monthly quarterly and annual reports to Criminal Justice Council (primary funding source)
- Establish/maintain effective working relationships with state agencies, other service providers, programs, committees and coalitions.
- Develop new service initiatives that meet clients emerging needs, are consistent with the LACX's purpose and mission and establish a continuum of services for victims of domestic violence.
- Conduct monthly outreach to other DV Coordinators and organizations who can refer clients to LACC. Participate in community outreach events, maintain all outreach materials current and ready for activities/events.
- Must be able to consistently meet timeframes and deadlines
- Other duties as assigned by supervisor(s)/CEO

Minimum Qualifications

- Associates Degree in Human Services, or three years' case management/counseling experience
- 3 years' experience in direct human services provision
- **MUST BE SPANISH/ENGLISH BILINGUAL**
- Computer literate (word, excel, PowerPoint, spreadsheets)
- Excellent English/Spanish written and oral communications skills
- Work effectively with colleagues, volunteers and be a team player
- Be detailed oriented and self-directed
- Act as a problem solver and creative thinker

Forward cover letter and resume to: Jobs@thelatincenter.org