

COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 6-22

JOB TITLE: Community Outreach, Training, and Volunteer Coordinator
REPORTS TO: Deputy Director
HOURS: 40 Hours per week, (flexibility required)
BEGINNING SALARY: \$25-27/hour Exempt position
COVID VACCINATION: Full vaccination is a condition of employment.

SCOPE OF POSITION: The Outreach/Training/Volunteer Coordinator is responsible for oversight, coordination, and completion of contract deliverables for CAV's school- and community-based Prevention Education Program and outreach activities. This includes presenting prevention curriculum, staffing tabling events when needed, and supervising Community Educators and the Media Coordinator. The O/T/V Coordinator will maintain a current operational understanding of the training needs identified by and the training resources present in all CAV programs and community partners working closely with CAV programs. They will work with the Deputy Director to develop and execute a work plan to meet these needs and make use of these resources. The O/T/V Coordinator is responsible for recruitment of volunteers, processing volunteer applications, and managing volunteer work assignments, including working with the HR Director to screen and vet volunteers according to agency policy.

PRIMARY RESPONSIBILITIES:

Training:

1. Work with all CAV programs and their collaborative partners to identify training gaps and needs.
2. Develop, research, update, and/or adapt training curricula responsive to identified needs.
3. Present training and/or arrange for CAV staff and/or outside presenters to present training to meet identified needs.
4. Research, organize, and share relevant and appropriate on-line training resources to fill training gaps.

Outreach:

5. Supervise the Media Coordinator and support ongoing positive relationships with local media outlets.
6. Ensure that deadlines for content submission are met for CAV's advertising contracts.
7. Work with the Media Coordinator and the Media Team to ensure that appropriate and timely messaging regarding CAV services and agency values are disseminated through social media, printed brochures, and other communication channels.
8. Manage the calendar of tabling and outreach events and opportunities. Recruit CAV staff, Board members, and volunteers to participate in tabling events and staff tabling events when needed.
9. Develop community relationships and research opportunities to share information about CAV services with diverse communities, with a focus on reaching traditionally marginalized populations.

Prevention Education Program:

10. Supervise Community Educators and ensure the completion of contract deliverables.
11. Present CAV's original curriculum when needed.

12. Work with Community Educators and Prevention contractor to make sure all curricula up to date and aligned with anti-oppression principles, the Socio-Ecological Model, and the Spectrum of Prevention.
13. Document all program activities and complete required reporting.

Volunteers:

14. Work with the Deputy Director to develop and implement a volunteer recruitment plan.
15. Work with the HR Director to receive and manage volunteer applications, including screening and background checks, according to agency policy.
16. Assign volunteers to appropriate tasks and projects and check in to monitor their performance and satisfaction.
17. Document and report volunteer hours.

General Duties:

18. Embrace and embody the mission, vision, guiding principles, vision, and goals of CAV.
19. Inspire and support leadership and strengths-based employee supervision with systems accountability.
20. Participate in local and statewide collaborative groups and networks to support and promote outreach, training, and prevention activities.
21. Attend and participate in all staff meetings and in-service trainings as required and requested by the Deputy Director.
22. Maintain a current working understanding of the impact working with people and communities who have experienced trauma has on employees and proactively work to prevent compassion fatigue in self and others.
23. Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
24. Be familiar with all areas of CAV services.
25. Coordinate with all CAV program components, as necessary.
26. Participate in a minimum of three agency or outreach events each year.
27. Abide by confidentiality required by CAV, federal, and state law.
28. Other responsibilities as assigned by the Deputy Director or Executive Director.

MINIMUM STAFF QUALIFICATIONS:

CAV values life experience as well as formal education and provides for extensive training to employees in new roles. BA in relevant area of study preferred. At least two (2) years of (combined) applicable experience required. Examples of applicable experience include: Program coordination, experience working with diverse populations, creating community partnerships, and speaking in front of large groups. Must have forty hours (40) provider specific training at the outset of their jobs on topics essential to working with survivors and have a minimum of 10 hours of ongoing training per year related to target population may include NMCADV, CSVANW, VOCA, or VAWA training.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.

DRAFT
COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 8-20

JOB TITLE: Adult & Adolescent Therapist
REPORTS TO: Children Therapist/Coordinator
HOURS: 40 Hours week
BEGINNING SALARY: \$25-\$27/Hr. Licensed, Non-Independent + Benefits, Non-Exempt
\$27-\$29/Hr. Independent + Benefits, Non-Exempt

SCOPE OF POSITION: Provide professional counseling to adults who are survivors or witnesses of violence, and clients of CAV. Provide professional services in both group and individual formats.

PRIMARY RESPONSIBILITIES.

1. Provide primary counseling services to adults, children and adolescents who are survivors or witnesses of violence.
2. Provide primary client assessment and development of client treatment plan.
3. Refer clients to outside agencies, as necessary.
4. Maintain client files and prepare reports in accordance with State, Federal, and grant requirements.
5. Participate in staffing cases with client service staff.
6. Provide necessary agency referrals, advocacy, and follow-up for counseling clients.
7. Maintain an accurate account of budget expenditure for adult and child counseling and turn in necessary forms to Counseling Coordinator in a timely manner.
8. Participate in all regular staff meetings, in-service trainings and community functions as required or requested by the Counseling Coordinator or Executive Director.
9. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
10. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
11. Participate in a minimum of three agency events each year.
12. Be cross trained in other areas of CAV support services.
13. Other responsibilities as assigned by Counseling Coordinator or Executive Director.

Covered (“Non-Exempt”) and Not Covered (“Exempt”). All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt”, includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt”, employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for

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qualifications for overtime. If an employee believes CAV's classification is incorrect, the employee should contact HR for an analysis of their position and functions.

MINIMUM STAFF QUALIFICATIONS:

Licensure in New Mexico, with a Bachelor or master's degree (LBSW, RMHC, RIMHC, LPC, LMSW) under staff supervision and training required by the New Mexico Counseling and Therapy Practice Act or the New Mexico Board of Social Work Examiners Practice Act, with required staff supervision and training or licensure in New Mexico, Master's Degree Clinician (LISW, LPCC, LMFT, LPAT), licensed doctoral level psychologist or psychiatrist in accordance with requirements of the New Mexico Board of Social Work Examiners or the New Mexico Counseling and Therapy Practice Act. Forty (40) hours of relevant training initially may include NMCADV, CSVANW, VOCA, or VAWA training, and ongoing relevant training.

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COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 07-23

JOB TITLE:	HR Director
REPORTS TO:	Co-Executive Directors
HOURS:	40 Hours week, (flexibility required)
BEGINNING SALARY:	\$28.50-\$40/Hour, DOE + Benefits, Exempt
COVID VACCINATION:	Full vaccination is a condition of employment.

SCOPE OF POSITION: HR Director works to ensure effective management of the organization in cooperation with the Executive Director. Provide general human resource support to programs within CAV. Provide advice and assistance to managerial staff on CAV HR policies, regulations, and procedures regarding equal opportunity/affirmative action employment, recruitment and hiring options, compensation, performance management and disciplinary procedures, and employee benefits training.

PRIMARY RESPONSIBILITIES:

1. Provide administrative support to the Executive Director for overall management, policy development, and planning and program implementation.
2. Ensure the overall coordination of agency training, technical assistance, and policy development.
3. Monitor and review department adherence to compliance requirements and CAV policies and procedures.
4. Consult with supervisors regarding application of all aspects of staff compensation policy, guidelines, and procedures; works to resolve compensation issues within policy parameters.
5. Serve as initial point of advice, problem resolution, and facilitation in the areas of employee relations, performance management, and employee discipline; advise both employees and management regarding employee relations policies, procedures, and documentation; and research, identifies, and analyzes specific employee relations concerns and makes appropriate recommendation to supervisors.
6. Provide a range of broad support and problem resolution to assigned programs including all aspects of human resources management issues, employee performance, evaluation, discipline, termination, etc; assure compliance with CAV policies and procedure and applicable employment law.
7. Undertake research into human resources policy and procedures issues and participate as appropriate in the development and revision of operating policy and procedures; analyze and prepare recommendations to management on specific policy-related issues, as appropriate.
8. Develop, design, and present in-service and general human resources management training to CAV supervisors and staff.
9. Participate in program staff meetings providing information or presentations on benefits, policies, procedures, etc.
10. Monitor, verify, and authorize routine personnel actions and requests pertaining to new hires, as well as existing employees, in accordance with established policies, procedures, and guidelines.
11. Monitor status of employee performance evaluations. Provide supervisors with appropriate forms, prior to evaluation date.
12. Review disciplinary documentations; revise and/or draft appropriate forms, letters memos, etc.
13. Research and assist in the development of the CAV classifications and compensation systems including development of job descriptions, salary schedules, etc. as appropriate.
14. Represent CAV to other organizations and public agencies as assigned.
15. Type correspondence and assigned reports.
16. Maintain Personnel files.
17. Maintain inventory of equipment and furniture.
18. Attend Board of Director's Meetings when requested.
19. Assist the Executive Director in fundraising and with the donations program.
20. Provide victim counseling/advocacy for victims of domestic violence or sexual assault as needed or requested.

21. Participate in all staff meetings and other meetings requested by Executive Director.
22. Schedule, prepare agenda, participate, and take minutes of Supervisor's meetings, as necessary.
23. Schedule, prepare for, and participate in Personnel Committee meetings, Staff & Board Retreats, and Health Care events.
24. Manage Worker's Compensation claims.
25. Monitor the ordering of office supplies, equipment, and furniture for agency.
26. Maintain budgets for HR programs.
27. Serve as the safety director for the agency.
28. Review and make recommendation(s) to management regarding the renewal of the 403(b) retirement, health insurance, dental, and vision plans.
29. Issue keys to new employees and maintains the microchip key system security.
30. Become knowledgeable of the ways in which collaborating with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
31. Testify in court when necessary. Applicants should be aware that testimony could potentially be necessary even after an employee leaves their position with CAV.
32. Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
33. Participate in a minimum of three agency events each year.
34. Abide by the confidentiality of CAV with regards to clients and work.
35. Provide basic computer network, alarm system, and orientation training for all new and existing personnel.
36. Be cross trained in other areas of CAV support services.
37. Be available to assist in other support services in the office and community as requested by the Executive Director.
38. Other responsibilities as assigned by Executive Director.

MINIMUM STAFF QUALIFICATION:

High school diploma or GED plus two (2) years' relevant experience. Advanced level of skills using Microsoft Office programs, specifically Word, Excel, Power Point and Outlook. Must have forty hours (40) provider specific training at the outset of their jobs on topics essential to collaborating with survivors and have a minimum of 10 hours of ongoing training per year related to target population may include NMCADV, CSVANW, VOCA, or VAWA training.

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COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 6-22

JOB TITLE: Special Populations Advocate
REPORTS TO: Client Services Program Director
HOURS: 40 hours week (flexibility required: weekday & occasional weekend, overnight as needed.)
BEGINNING SALARY: \$19.50/Hr. + Benefits, Non-Exempt
COVID VACCINATION: Full vaccination is a condition of employment.

SCOPE OF POSITION: Provide crisis intervention, personal, and legal advocacy for survivors of domestic and sexual violence, stalking and/or dating violence to adult and teens; taking a lead advocate role with those survivors who are in the underserved target population of: having significant substance abuse issues; have disabilities; or are older/elderly.

PRIMARY RESPONSIBILITIES:

1. Provide general client advocacy for all survivors (in and out of shelter) of domestic or sexual violence, stalking and/or dating violence to adult and teens. This includes providing crisis intervention, personal and legal advocacy, information and referrals, and follow-up as needed or requested.
2. Serve as lead advocate in collaborating with all survivors who have special needs: cognitive and physical disabilities, substance abuse issues, and older/elderly.
3. Serve as a point person in working with outreach staff to build inter-agency relationships with sister programs working with special need populations, such as those above.
4. Document all interactions and services accurately in the client's file and track in agency networking files.
5. Responsible for providing necessary referrals to community agencies.
6. Participate in all staff meetings, client staffings, and in-service trainings.
7. To be fully knowledgeable and co-ordinate with other CAV program components in referrals and case management of clients.
8. Responsible for serving as staff back-up on hotline and taking primary shifts when needed, including serving in rotation on overnight/weekend occasional shift if needed.
9. Provide client transportation as needed.
10. Responsible for completing required paperwork and maintaining files on clients. This includes preparing necessary reports for Board and/or funding sources, as requested by Client Services Supervisor or Executive Director.
11. Be available to assist in other support services in the office and community as requested by the Client Services Supervisor or Executive Director.
12. Responsible for assisting in the follow-up and closeout of clients not currently receiving services.
13. Become knowledgeable of the ways in which collaborating with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
14. Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.

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15. Participate in a minimum of three agency events each year.
16. Abide by confidentiality required by CAV.
15. Be cross trained in other areas of CAV support services.
17. Other responsibilities as assigned by Client Services Supervisor or the Executive Director.

MINIMUM STAFF QUALIFICATIONS:

High School Diploma/GED and any combination of education and training with the target population or two (2) years relevant experience in a human service-related field; and must be 18 years of age or older. Must have forty (40) hours provider specific crisis intervention training; and a minimum of twenty (20) hours ongoing training per year related to target population, may include NMCADV, CSVANW, VOCA, or VAWA training.

Additional Qualifications Preferred: Bilingual communication skills and previous experience in providing advocacy to victims of sexual assault or domestic violence or collaborating with persons of the target population.

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COMMUNITY AGAINST VIOLENCE
JOB DESCRIPTION
Rev. 6-22

JOB TITLE: Transitional Housing Advocate
REPORTS TO: Client Services Program Director
HOURS: 40 hours per week (flexibility required: weekday & occasional weekend, overnight as needed.)
BEGINNING SALARY: \$19.50-\$21.5/Hr. + Benefits, Non-Exempt
COVID VACCINATION: Full vaccination is a condition of employment

SCOPE OF POSITION: Responsible for assessing and supporting CAV client housing needs. The Advocate provides supportive services during program enrollment and seeks to advocate for clients as needed. It is also the responsibility of the advocate to provide case management for clients to make sure that they are safe and working to meet goals of self-sufficiency and living a violence-free life. The advocate will oversee compliance with program guidelines and will coordinate services to clients of the program with other advocates and agencies as part of on-going service plans. Provide crisis intervention, personal and legal advocacy, individual life skills coaching and peer counseling for emergency shelter and transitional housing survivors of domestic violence and sexual assault.

PRIMARY RESPONSIBILITIES:

1. Assist in the provision of services to shelter and transitional housing clients, including but not limited to the following:
 - Daily education and goal setting sessions with clients.
 - Provide crisis intervention, advocacy, and follow-up with clients.
 - Provide legal consultation referrals and advocacy.
 - Provide individual life skills training and referrals to group life skills training.
 - Coordinate with all other CAV program components with referrals and case management of clients and make appropriate out-of-agency referrals to assist clients in obtaining transitional and permanent safe housing.
 - Assist clients in working through any problems they may encounter while residing at the CAV shelter or in transitional housing.
2. Provide legal advocacy necessary to assist clients in obtaining Protective Orders from the District Court and to assist clients in obtaining information regarding criminal cases in the Magistrate and District Court.
3. Provide client transportation as needed.
4. Support each client in attaining a high degree of self-sufficiency to transition into an independent lifestyle.
5. To hold monthly resident meeting to socialize, receive relevant training and raise any issue of concern.
6. To perform monthly house inspections of each unit for compliance, safety, and needs.
7. To coordinate with other staff goal setting, advocacy, and therapy, as needed.
8. To make necessary referrals to other service agencies to meet resident family needs.
9. To maintain documentation of interactions with the client and the result of services provided by all staff.
10. To document quarterly, client progress and goal attainment coordinated with client advocates.
11. To facilitate all ongoing training in life skills development, employment assistance, educational assistance, parenting, health, and personal safety. The dynamics of domestic violence and victimization should be discussed in appropriate settings.
12. Must be compassionate, supportive, and able to work as a team member.
13. Participate in all staff meetings, client staffings, and in-service trainings.

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14. To be fully knowledgeable and coordinate with other CAV program components in referrals and case management of clients.
15. Participate in training around legal issues to ensure ability to provide legal advocacy.
16. Attend community meetings, volunteer trainings, etc., as appropriate for client services.
17. Abide by confidentiality required by CAV, and its grantors.
18. Be available and cross-trained in other areas of CAV support service in the office and community as requested by Client Services Director and Executive Director.
19. Responsible for completing required paperwork and maintaining files on clients. This includes preparing necessary reports for Board and/or funding sources, as requested by the Client Services Director and/or Executive Director.
20. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
21. Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
22. Participate in a minimum of three agency events each year.
23. Other responsibilities as assigned by Client Services Director or by the Executive Director.

Skills/Experience needed for this position:

- Ability to work in crisis situations (management & intervention).
- Ability to work in a team setting and providing support and information to peers.
- Excellent Bi-lingual (English Spanish) and Bi-cultural communication skills.
- Ability to maintain and complete, on a timely basis, all client paperwork required.
- Ability to practice, or knowledge and experience in the use of conflict resolution.
- Bilingual (English Spanish) and Bi-cultural required. Experience working with multi-cultural population preferred.
- Experience (paid or volunteer) in related kinds of activities, or willingness to be trained.

MINIMUM QUALIFICATIONS:

High school diploma/GED and any combination of education and training with the target population or two (2) years relevant experience in a human service-related field. Must have 40 hours provider specific training at the outset of their jobs on topics essential to working with survivors of domestic violence, children who are survivors/ witnesses of domestic violence and offenders and crisis intervention. Have a minimum of 20 hours continuing education training, annually, of NMCADV, VOCA, or VAWA and agency training related to target population. Must be 18 years of age or older.

Additional Qualifications Preferred: Spanish and English Bilingual; Previous experience in providing advocacy to survivors of sexual assault or domestic violence.

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