Job Description

Agency Description:

Opened in 2005 the Alameda County Family Justice Center (ACFJC) helps victims of domestic violence, child abuse, elder abuse, sexual assault and exploitation who historically often sought help from a fragmented, disjointed system of agencies offering related, but uncoordinated services. The ACFJC now serves as the heart of a comprehensive service delivery system made up of over 100 public and private agency partners throughout the Bay Area, providing a gateway to safety, healing, and empowerment for victims of abuse. We advocate for and construct a future where there is zero tolerance for domestic violence, child abuse, elder abuse, sexual assault and exploitation.

Position: Associate Director, South County Coordinator

Overview: The Associate Director, under the direct supervision of the Executive Director, will work on-site at the ACFJC providing program and operational supervision, assistance with grant applications, coordination of services, and legal and creative input to the Executive Director, staff and all onsite and offsite partners.

Skills & Abilities: A successful Associate Director is a very flexible, detail-oriented person who can stay productive while managing various projects. Interested candidates have the ability to get things done in an effective and efficient manner and have an eye for detail and accuracy.

Using strong communication skills, candidates effectively collaborate with a variety of people, which means developing a thorough knowledge of ACFJC’s programs. The Associate Director will be expected to demonstrate strong program skills, professional judgment, professional etiquette, and strong problem-solving skills. The Associate Director, if an attorney, will be responsible in developing standards in compliance with all state and federal laws especially as they pertain to confidentiality.

Working closely with, and under the direct supervision of the Executive Director, the Associate Director will perform the following job responsibilities.

Responsibilities:

- Coordinating Client Navigator program: Review and Assign cases to Navigator, create coverage schedule for walk-in and call-ins as needed
- Provide mentorship and support to Navigators and Navigator Interns
- Provide overall support to Executive Director
• Coordinating ACFJC Navigator Volunteer/Intern Program
• Providing technical assistance as ACFJC Regional Training Center representative
• Monitoring stats collection
• Grants management: work with grantees and county staff to ensure all documents are submitted to initiate release of funds; work with grantees to collect data reports, and create and oversee invoices for accuracy, track progress toward grant spending and meeting grant objectives
• Work with ACFJC staff to identify and coordinate staff attendance at community events
• With Executive Director coordinate and facilitate yearly staff evaluations
• Coordinate IT and communication maintenance requests with county IDT and communication departments
• Overseeing use of Efforts to Outcomes (ETO) database: oversee reconciliation of data for the ACFJC, manage data entries and data collection, train new staff on data collection and entries, provide support on ETO issues
• Preparing and giving community presentations
• Preparing and providing training to partners, community, and government agencies
• Representing the ACFJC on the Alameda County Domestic Violence Collaborative
• Working with Client Navigators to keep the Alameda County Domestic Violence Resource Guide, Sexual Assault Resource Guide and ACFJC Referral Key current
• Other duties as assigned

Requirements:

• Bachelor’s degree accepted with at least 5 years of experience in the field of working with victims of domestic violence and their children, victims of sexual assault, victims of child abuse and exploitation, and victims of elder abuse.
• Completion of 40-hour advocate training by a certified domestic violence service provider agency
• Ability to handle crisis situations in a professional manner
• Excellent organization skills
• Excellent computer skills including MS Word, Excel and Power Point
• Passing fingerprinting and criminal background checks
• Valid CA driver’s license

How to apply:
Please send us a cover letter and resume, also complete our DA job application. Email to the District Attorney Personnel Unit at dajobs@acgov.org.

The District Attorney’s Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, or physical ability are encouraged to apply.