ALAMEDA COUNTY FAMILY JUSTICE CENTER
Alameda County District Attorney’s Office

Job Posting: Client Empowerment Specialist

Agency Description:

Opened in 2005 the Alameda County Family Justice Center (ACFJC) helps victims of domestic violence, child abuse, elder and dependent adult abuse, sexual assault, exploitation, trafficking and stalking 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 and dependent adult abuse, sexual assault, and exploitation, trafficking and stalking.

Job Description:  Client Empowerment Specialist

Overview:

The Client Empowerment Specialist is primarily responsible for the programing, case management and data reporting of the ACFJC survivor training programs.

A key responsibility of the Client Empowerment Specialist is to facilitate the ACFJC’s STEP-UP (Survivor Training and Empowerment Program-Utilizing your Potential) program. STEP-UP is a training and self-sufficiency program for survivors of domestic violence. The purpose of STEP-UP is to empower survivors with the personal, professional, and financial skills to begin reconstructing their lives and ultimately breaking the cycle of domestic violence. This program enables survivors to become self-sufficient for not only themselves but for their children and families. STEP-UP offers individualized empowerment sessions, on-site professional development classes, and group-based self-sufficiency workshops.

This position works closely and under the direct supervision of the ACFJC Empowerment Associate Director.

Primary Responsibilities:

• Recruit Empowerment participants through outreach to ACFJC onsite and offsite partners
• Create and adapt curricula and syllabi for workshops and professional development classes
• Promote and market empowerment programs through partnerships with ACFJC service providers
• Develop flyers, conduct pre and post assessments, and other necessary program materials
• Participate in community events that highlight empowerment programs and celebrate or honor important annual events
• Collaborate with ACFJC partners, local businesses, non-profit organizations, universities, and Alameda County personnel to recruit guest speakers and instructors
• Participate in short-term case management and referral
• Ensures accurate and timely data reporting for all programs through the implementation of ETO system to support grants and program funding requirements
• Maintains a high level of confidentiality and professionalism
• Other duties as assigned

Qualifications

• Bachelor’s Degree in Social Science, Public Health or a related field is highly preferred.
• Experience in social service environments
• Must have the ability to effectively interface and communicate with people from varying social, economic, ethnic, and cultural backgrounds
• Advanced computer skills in Microsoft Office Suites including Word, Excel, PowerPoint and Outlook are required
• Ability to work independently as well as part of a team to accomplish the work of ACFJC while exhibiting flexibility when interacting with clients, team members, and the community or ACFJC partners.
• Must be able to work in a dynamic environment, handle multiple deadlines with varying timelines
• Proficient in English with excellent written and verbal communication skills and the ability to format, proofread and edit program materials
• Must have valid state driver’s license in good standing
• Candidates will be required to pass a pre-employment background screening
• Bilingual in Spanish and English Preferred

Compensation Commensurate with Experience
Position Open Until Filled

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.