



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)

**Job Title:** Housing First Specialist (Domestic Violence Coordinated Entry System)-Bilingual Preferred

**FLSA Status:** Non-Exempt

**Hourly Rate Range:** \$27-\$30/hr.

**Location:** Solano

**Prepared Date:** 11/14/23

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch.

### **Contract Term**

This position is grant-funded and is contingent on funding. The current grant term is effective until June 30, 2025.

### **Position Summary:**

The Housing Intervention Specialist reports directly to the **Program Manager. Community Development and Housing Support** is a part of the Housing First Solano’s Domestic Violence Coordinated Entry (DVCE) System, Resources Connect Solano, in accordance with the Continuum of Care Interim Rule. The goal of the DVCE is to provide coordinated entry services to those fleeing domestic violence throughout the geographical area of the CA-518 Vallejo/Solano County CoC.

This position will provide an assessment of needs, provide comprehensive case management, and housing services for survivors of domestic violence. Additionally, this position will provide outreach and training.

***The Contra Costa and Solano Family Justice Center (Center) is currently recruiting one Housing Intervention Specialist to serve the Solano County area and will be located in the Fairfield office.***

West:  
256 24th Street  
Richmond CA 94804  
(510) 974-7200

Central:  
2151 Salvio Street, Ste 201  
Concord, CA 94520  
(925) 521-6366

East:  
3501 Lone Tree Way Antioch, CA  
94509  
(925) 281-0970



## **Duties and Responsibilities**

- Work with Housing First Solano's Continuum of Care to identify housing opportunities for individuals and families fleeing from domestic violence and homelessness.
- Complete intake, assessment, data entry, and case conferencing management for domestic violence survivors presenting at Housing First Solano's Coordinated Entry System, Resource Connect Solano.
- Oversee any Emergency Transfer Requests under the Violence Against Women Act (VAWA) and the connection to victims' resources outside the Housing First Solano Continuum of Care.
- Coordinate the extension of coordinated entry safety planning and protections to non-victim service provider projects.
- Provide immediate access to emergency services such as domestic violence hotlines and shelters.
- Complete service needs assessments, including crisis assessments; and provide supportive services to assist clients into the correct system of care if not Solano Family Justice Center. Through assessment, the case manager is responsible for diversion, crisis response, intervention, shelter referrals, safety planning, shelter/safe housing placement, and linking individuals/families with the appropriate destination for continued services.
- This position will be responsible for coordination and communication with the Coordinated Entry operator, currently Resource Connect Solano (RCS); and collaborating with internal and external providers to deliver more efficient use of resources.
- The case manager will serve as a liaison between Solano Family Justice Center and other CES entry points to ensure clients seeking Domestic Violence services through alternate access points are received and assisted appropriately.
- Monitoring and evaluating Domestic Violence Coordinated Entry System participant progress.
- Entry of all new persons served into the comparable, private database, in addition to the statistical and documentation entry as required.
- May facilitate Domestic Violence transfers from other housing programs and/or services and find those survivors' families safe housing until alternative long-term safe housing arrangements are made.
- Maintain positive community relations with other agencies, and law enforcement, and advocate for client services.
- Maintain files in a confidential manner.



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- Maintain accurate and up-to-date case file information. Maintain accurate and timely statistics and documentation to meet program goals and grant/contractual requirements. Due to the nature of the position and services provided, “heavy documentation” is expected.
- Offer Victims Against Women Act (VAWA) and Domestic Violence training and support to the Continuum of Care.
- Maintain client confidentiality, per Violence of Crime Act (VOCA) and VAWA regulations.
- Implementation of security protocol and procedures if an emergency arises; as well as the proper channel of communication/notification to management.
- This position requires travel within Solano County in order to conduct assessments in person, over the phone, or through video conferencing.
- Provide/arrange transportation/pick-up of Domestic Violence victims from other public community sites.
- Provide back-up support for Reception Desk when appropriate.
- Provide back-up support for Navigation when appropriate.

### **Requirements**

- 2-3 years of case management experience working with individuals and families experiencing domestic violence and unhoused populations.
- Strong interpersonal skills, specifically as it relates to effectively working with diverse groups of individuals, communities, and public system stakeholders.
- Exceptional communication skills
- Proficient in Microsoft Word
- Able to utilize basic computer systems including email and internet searches.
- Able to document process and outcome data per program protocols.
- Able to work a flexible schedule.
- Must be able to prioritize and handle multiple clients.
- Able to adapt and work under pressure.
- Ability to maintain the highest level of confidentiality.
- Ability to work with a team in addressing individual needs.
- Ability to work professionally and ethically in a multicultural team setting.
- High School Diploma, GED, or equivalent experience. Bachelor’s Degree preferred.
- Valid California Driver’s License and reliable transportation
- Ability to pass a Drug Test

### **Preferred Qualifications:**

- Resident of Solano County and/or strong awareness of the community needs and resources.

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- Understands public health models of violence prevention/intervention as demonstrated by two (2) years of prior related experience.
- Knowledge of local community resources, established relationships with service providers, and ability to navigate across community/geographical lines.
- Demonstrated sound conflict prevention, conflict de-escalation and resolution skills.
- Personal and professional commitment to social and restorative justice
- Prior experience with systems involved individuals (i.e., criminal justice, child and family services, elder services systems)
- Demonstrated strong verbal communication skills; Bilingual in Spanish is preferred. Other language proficiency is helpful.
- Highly organized
- Proficient in Excel

### **Compensation**

\$27-\$30/hr. depending on experience. We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverages, life insurance with fully paid premiums. We also offer retirement benefits.

### **APPLICATION PROCESS:**

To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org) no later than November 30, 2023.

Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

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