



Bilingual Group Programs Coordinator- Full Time Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, service equity, social justice, community involvement, self-care, and empowerment.

The **Bilingual Group Programs Coordinator** position is considered full time (32-40 hours/week), exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as **frequent** evenings and weekends.

Responsibilities:

1. Support Group Coordination

- Envision and execute a robust annual calendar of support groups and skills-based workshops for survivors of sexual assault and their loved ones.
- Ensure that a minimum of 40% of groups and workshops are culturally specific for marginalized survivor groups, specifically Black, Latino/a/e/x, and LGBTQIA+ survivors.
- Create and maintain materials in both English and Spanish that are culturally specific with the support of our advocates, bilingual advocates, and the Latino Services Coordinator
- Coordinate logistical preparations and publicity efforts for support groups.
- Facilitate intake and assessment of support group participants.
- Maintain and develop support group materials.
- Serve as a support group facilitator when necessary and for a minimum of 1 group per year.
- Prepare materials and space (physical or virtual) and ensure your own attendance at the first session of each group to greet facilitators and participants.
- Collect and maintain all required intake, satisfaction and outcome data and compile for regular reporting.
- Solicit and integrate client interest and feedback into planning and improvements for the program.

2. Community Engagement

- Work with the Latino Services Coordinator to coordinate support group opportunities for Spanish-speaking clients
- Build relationships with allied and culturally specific organizations to offer support group services.
- Build collaborative groups when appropriate to increase safety and cultural responsiveness for marginalized survivor groups

3. *Peer Support Management*

- Identify survivors in the community who are interested in offering peer support to other survivors
- Conduct trauma-informed screening and support planning with recruited peer support facilitators.
- Coordinate and/or conduct training for peer support facilitators and new volunteers during agency volunteer training, CORE20.
- Maintain and develop training materials.
- Provide ongoing support and continuing education opportunities to support group facilitators.
- Meet regularly with peer support facilitators to support ongoing in-service training and support vicarious trauma mitigation strategies
- Provide on-site support to facilitators for the first session of every group
- Maintain regular communication (pre-series, mid-series and post-series meetings plus email/text check ins before and after sessions)

4. *Client Support*

- Provide supportive, trauma-informed crisis response to individuals impacted by sexual violence in the office and through the 24-Hour Help Line, including providing staff-on-call phone coverage.
- Participate in overnight backup coverage rotation as needed (avg. 6-7 weeks/year, including some Holidays)
- Provide hospital response/advocacy as needed.
- Conduct follow up with clients as needed in collaboration with other Client Services Team members

5. *Healing Together Coordination*

- Create regular, open opportunities for survivors in the community to gather, build community and collective power
- Work with survivor participants to develop activity and thematic ideas
- Engage participants in agency activities including advocacy, outreach, volunteer and paid speaking opportunities

6. *General Responsibilities*

- Supervise/support interns assigned by CSD for support group programs.
- Engage in ongoing, consistent professional development to improve cultural competency skills and anti-oppression analysis.
- Maintain appropriate, timely, and well-organized programmatic records.
- Work as a team member with other staff members and volunteers in order to achieve the mission of the Center, including providing direct client services, community outreach programs, special event assistance, and professional training when needed.
- Complete all relevant tasks and trainings as required by the Client Services Director.
- Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bilingual in English and Spanish
2. Experience facilitating group processes
3. Experience providing assistance to survivors of sexual violence

4. Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing
5. Experience working with teams and building coalitions around issues, with a knowledge of empowerment- or strengths-based practice
6. Demonstration of cultural awareness, sensitivity, and competency
7. Demonstrated effectiveness building trust and rapport with Black, Latino/a/e/x, LGBTQ+ clients and members of communities that are different from your own
8. Demonstrated understanding of unique barriers and harms that marginalized communities experience accessing supportive services in mainstream organizations
9. Strong organizational and problem-solving skills

Qualifications Preferred:

1. Two years' experience in human services or related area, particularly Social Work
2. Experience training and supervising volunteers or employees
3. Familiarity with community resources available for survivors of sexual violence
4. *Bachelors in social work or related field preferred (not required) for supervising social work interns/related fields*

Reports to: The Client Services Director of the Orange County Rape Crisis Center.

Hiring Range: \$43,000-48,000

Hours: 32-40 hours per week during regular business hours *and* frequent nights and weekends.

Benefits: Health, Vision, Dental, and Life Insurance; Generous PTO Package; 12+ Paid Holidays; Employee Wellness Stipend; Employee Assistance Program; Sabbatical (Longevity) Benefit for Long-Term Employees.

To Apply: Submit cover letter, resume, and 3 professional references to jobs@ocrcc.org with "Bilingual Group Programs Coordinator" in the subject line. No phone calls please. **Deadline to apply is May 30, 2023.**

Anticipated Start Date: June 26, 2023

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*