



# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## FEMALES AGAINST VIOLENCE PROGRAM SENIOR PROGRAM COORDINATOR, FULL TIME POSITION DESCRIPTION AND JOB ANNOUNCEMENT

Union Position

Horizons Unlimited of San Francisco, Inc. (Horizons), established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention, treatment, employment, mental health and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

**Position Title:** Females Against Violence Senior Program Coordinator  
**Reports To:** (Interim) Program Director, Treatment and Gender-Specific Programs

**Program Summary:** Females Against Violence (FAV) Program is gender-specific, peer leadership program aimed at empowering young women to create change within themselves and in their community. The program is offered via 2, 6-month cohorts for at-risk Latina and other young women of color, ages 14-24 years old. Program components include leadership training and development, case management, and campaign organizing and development. The evidenced based Xinatchli curriculum, rooted in indigenous principles of a young woman's interconnections to family, community, nation is coupled with project-based, peer-led, experiential learning (trainings, activities, outings, workshops, speakers) focused on gendered violence, bias, norms, and systems of power and oppression. The leadership component, focused on TAY youth, combines teachings from Xinatchli and the Community Action Model to create an organizing process to develop leadership capacity and personal responsibility to the community; thereby training youth to serve as peer mentors, leaders, and advocates for other girls and develop effective campaign and organizing efforts. Wrap around services offered include substance use counseling, mental health therapy, case management, and family involvement.

### **Duties and Responsibilities:**

- Coordinate the delivery of the FAV program according to the approved workplan and scope of services including but not limited to: outreach and recruitment, orientations, intakes and assessments, intervention and peer education strategies, peer leadership, life skills, culturally affirming activities and events, campaigns and other related services.
- Offer wrap-around and support services including substance abuse/mental health counseling, case management, etc.
- Develop and implement program curricula and training materials.
- Facilitate trainings, workshops and organize outings, and presentations.
- Support youth-led production of program materials, brochures, and flyers.
- Cultivate ongoing working relationship with appropriate community and government organizations, e.g., SFUSD Wellness Center Coordinators and Community Health Outreach Workers, etc. to recruit and enroll a full caseload of youth and waitlist in case youth cannot continue.
- Act as an advocate for the FAV Program clients and their families, to ensure access to services.
- Communicate regularly with clients and their families regarding program participation, issues, concerns, etc.



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- Network and participate in external community committees to promote, represent, and develop partnerships, collaborations, linkages, etc., to support FAV clients in achieving their goals.
- Coordinate (with clients) evaluation tools to measure effectiveness of the delivery of curricula, intervention and peer education training, and the success of school presentations.
- Participate in clinical meetings, trainings, and bi-weekly supervision with Clinical Director.
- Prepare monthly internal reports detailing progress, success, challenges, barriers, etc.
- Collect and input accurate client attendance and service data into the CMS system/database.
- Attend all Agency, program, funding source and other stakeholder meetings, trainings, etc.
- Performs other related duties as assigned by the Program Director.

### **Minimum Qualifications:**

- Undergraduate degree in psychology, women's or ethnic studies and/or a closely related field, and/or comparable experience to meet this requirement (2+ years).
- Minimum of 3 years of experience working with at risk Latina and other young women of color who have been identified with risk factors for delinquency that could result in juvenile/criminal justice system.
- Direct knowledge regarding youth development and empowerment principles, intervention strategies, best practices (promising, community, and evidence based) in serving high at risk youth, behavior modification, harm reduction, etc.
- Experience with conducting intakes and assessments, case planning, crisis intervention, conflict de-escalation and resolution, and anger management, etc.
- Experience providing case management services for at risk young women of color.
- Extensive knowledge of intervention strategies, sexual assault, domestic violence a must.
- Strong communication (verbal and written) and organizational skills.
- Knowledge of current trends affecting young women and available resources within San Francisco city and county.
- Computer skills (e.g., Macintosh, Word, Excel).
- Public speaking and multimedia presentation experience.
- Ability to meet deadlines and juggle multiple competing deadlines/tasks in a fast paced environment.
- Able to maintain confidential, accurate, and complete records.
- Bilingual (Spanish/English) preferred.
- Must be able to pass a Department of Justice background check and clear a TB test before first day of employment.
- This position is under the collective bargaining agreement with SEIU 1021 and in such is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 continuous years.

### **Compensation and Benefits**

This is a full-time, permanent position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1<sup>st</sup> day of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The hourly wage ranges from \$19.76-\$22.89.

### **Application Deadline:**

Open Until Filled



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### **Application Process**

Submit cover letter and resume to Vilma Herrera, Program Assistant by email at [vherrera@horizons-sf.org](mailto:vherrera@horizons-sf.org) or by mail to 440 Potrero Avenue, San Francisco, CA 94110.

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**