



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

FEMALES AGAINST VIOLENCE PROGRAM ASSISTANT PROGRAM COORDINATOR, PART- 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: Assistant 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.

Position Summary: This position is responsible for coordinating and implementing the TAY Leadership Component (TLC) of the Females Against Violence Program, which includes campaign development and execution, while providing overall program support.

Duties and Responsibilities:

- Design, develop and implement the TAY Leadership Component (TLC) for the Females Against Violence Program 2 days per week between regular program hours (4:00-6:30pm) and/or at a time mutually agreeable for TAY youth (generally afternoon hours anytime between 2-6:30pm).
- In collaboration with the Senior Program Coordinator, conduct outreach to recruit youth for participation in the full program, while also targeting and recruiting up to 4 TAY youth specifically for the leadership component.
- Provide support with orientation, intakes, and assessments.
- Develop and implement program curricula and training materials for the TLC.
- Facilitate trainings, workshops and organize outings and presentations for the TLC.
- Utilize the Community Action Model to train youth on youth organizing and action planning.
- Support TAY youth with designing and implementing a peer education strategy to train and prepare other FAV youth for campaign execution.



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- Support youth-led production of program materials, brochures, and flyers.
- Assist the Senior Program Coordinator, when applicable, with cultivating 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.
- Communicate regularly with TAY clients and their families regarding program participation, issues, concerns, etc.
- Participate in clinical meetings, trainings, and bi-weekly supervision with Clinical Director.
- Provide input for monthly internal reports detailing progress, success, challenges, barriers, etc.
- Collect and input accurate TAY client attendance and service data into the CMS system/database.
- 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 2+ years of experience working with at risk female-identified, Latina and other young women of color.
- 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 part-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 1st 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 \$19.67-\$22.79.



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Application Deadline:

Open Until Filled

Application Process

Submit cover letter and resume to Vilma Herrera, Program Assistant by email at 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.