

**Voces Latinas  
Job Description**

**POSITION:** Domestic Violence Coordinator – Full Time (35 hours per week)

**SALARY:** \$50-55K

**REPORTS TO:** Manager of Domestic Violence

**Mission:** Originating as a woman’s volunteer organization, Voces Latinas was founded in 2003 with the mission to reduce the rate of HIV transmission and violence among immigrants Latinas by empowering, educating, and providing leadership trainings enabling them to use their voice and make healthier decisions for themselves and their families. Our reach expanded in 2011 to include all immigrant Latine groups including LGBTQIA+, day laborers, sex workers, undocumented, and other sub-populations often gone invisible yet also impacted by HIV and violence. As a direct services agency, Voces Latinas provides culturally responsive services that address immediate needs including intimate partner and gender-based violence, mental health issues, healthcare access, and HIV/STI prevention. Voces Latinas is unique in how we address the social determinants of health experienced by immigrant Latinas including oppression, poverty, discrimination, threat of deportation, interpersonal violence, sexual violence, and survival sex. Our expertise lies in our identification and understanding of the immigrant experience and the barriers that come along with such an experience.

Voces Latinas serves over 5,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinas who are vulnerable or living with HIV including access to pre-and-post exposure prophylaxis (PrEP and PEP); connection to culturally and linguistically appropriate services; providing Promotores (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to members of the LGBTQIA+ through HIV prevention services that includes HIV/STI testing and connection to PrEP and PEP.

Voces Latinas seeks a highly skilled DV Coordinator responsible for the overall coordination and connection of Domestic Violence/IPV program that provides case management, psychoeducation, mental health, connection to supportive services included immigration and VISA needs, housing, and ACS cases. The DV Coordinator is responsible for overseeing the day-to-day operations such as client intake/assessment, referrals, client and organizational follow up, client accompaniment; ensuring linkage to services, client advocacy, working closely with the team. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities and have an understanding of all public health issues such as HIV, STIs, mental and behavioral health.

**Essential Duties/Responsibilities:**

- Conduct client intake, social service assessments, mental health screenings
- Train/educate case managers, patient navigators, and other workers
- Screen for domestic violence and safety of clients
- Develop safety plans with clients
- Advocate on clients behalf with ACS, Law Enforcement, social services, etc.
- Communicate and work closely with other agencies assisting clients
- Conduct follow up with client and organizations working with clients
- Ensure clients are linked to care
- Complete client service plans and ensure completion of client goals
- Progress note documentation and data entry
- Produce monthly reports and data collection from supervisees
- Present, facilitate, and host cases in case conference meetings
- Meet regularly with mental health provider to discuss cases

- Meet regularly with supervisees to track, monitor, and develop clients and personal goals
- Deliver culturally competent health literacy workshops
- Attend bi-weekly or monthly coordinator meetings
- Attend community meetings promoting program and representing Voces Latinas
- Develop and maintain relationships with social service providers working with client
- Represent Voces Latinas at meetings and forums in an utmost professional manner and strengthen linkages with other community partners.
- Keep up with latest healthcare and immigration policies/reform information
- Participate in trainings/seminars related to Domestic Violence and legal
- Manage program goals and complete quarterly reports for multiple grants
- Report back to leadership team(s) to discuss programmatic needs
- Supervise a team of case managers, mental health workers, patient navigators
- Other duties as required

#### **QUALIFICATIONS:**

- Bachelors or Masters degree in social work, counseling, psychology, or equivalent or equivalent and at least 2 years of experience with case work.
- Extensive experience with domestic violence, sexual assault, and mental health.
- Excellent written and oral communication skills
- Familiar with social service resources in Queens county including immigration policies
- Familiar with the Healthcare delivery system
- Experience facilitating groups
- Interest in and familiarity with the Latinx community and issues affecting immigrant Latinxs
- Commitment to service as a personal value
- Strong interpersonal skills
- Experience with Trauma-Informed Care (TIC) framework a must
- Well organized and attentive to detail, and strong computer literacy
- Ability to work independently and as part of a team
- Ability to interact with individuals in a diverse environment
- Culturally competent, sensitive, and aware
- Receptive to constructive feedback
- Willing to learn, be flexible, and creative
- Ability to read, write and speak English and Spanish

*Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.*

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex individuals, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

**Please send cover letter and resume to:**

**Lissette Marrero, MSW – Human Resources at [lmarrero@voceslatinas.org](mailto:lmarrero@voceslatinas.org)**

