



Intervention Program Manager

Full Time Exempt (40 hrs)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement: The Intervention Program Manager (IPM) provides overall management & supervision of the Intervention Program including supervision of staff, developing and managing the budget, developing and implementing policies and procedures and coordinating/integrating the program with others in the organization. The IPM provides case consultation to staff and crisis intervention for clients. The IPM will be building out community partnerships to collaborate on strategies to reach underserved API immigrant survivors of DV and SA.

Duties and Responsibilities:

- **Leadership:** Lead Prevention Program Team to ensure provision of efficient and effective intervention services. Facilitate team meetings and provide support and supervision to program staff. Coordinate intervention services with other programs within the organization. Participate in agency strategic planning process and develop annual work plans; participate in fund and resource development.
- **Program Development and Implementation:** Responsible for the implementation and maintenance of intervention programs (i.e. 24-hour hotline, SART, non-residential counseling) consistent with CPAF's mission, goals and strategic plan. Develop alternative healing models for survivors of DV/SA in the API community. Provide regular review, evaluation and modification of programs in accordance with agency mission and contractual obligations. 40% of the IPM's time is dedicated to working directly with survivors in crisis intervention and SART response.
- **Program Administration:** Work with Program Director to provide necessary programmatic information by established deadlines. Ensure forms and files pertaining to the Intervention Program are up to date. Prepare grant reports, develop and manage program budget, develop and implement program policies and procedures, and ensure effective service provisions comply with contractual obligations.
- **Travel requirements:** Driving is an essential job function for this position in order to respond to SART calls, transport clients and travel to meetings. Therefore the employee must have valid driver's license and use own vehicle or agency vehicle to perform duties.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, providing hotline or site coverage, providing translation, maintaining a functioning office. Participate in program and organizational development and fundraising, and attend staff and team meetings.
- **Outreach and Community Engagement:** Actively represent CPAF to the community to develop partnerships and collaborations according to mission and values. Represent CPAF at relevant community, regional and statewide councils, networks, and events consistent with mission and vision.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

General

- Minimum of 2 years of staff level management/supervisory experience required.
- Minimum of 4 years of experience in social service program development, implementation and evaluation.

- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.

Job Execution

- Proven track record of building partnerships and working collaboratively with community-based organizations.
- Ability to design strategies and work processes necessary to achieve results and deliver in a timely manner.
- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within six months of employment.

Interested parties, please submit resume and cover letters to hr@cpaf.info. Please state which position you are applying for and where you saw our posting. No phone calls please. Thank you.

Center for the Pacific Asian Family (CPAF) is an Equal Opportunity and Affirmative Action Employer and does not discriminate against any employee or applicant on the basis of race, age, sex, color, religion, national origin or ancestry, sexual orientation, citizenship, marital status, disability, political affiliation or belief, veteran's status, or any other characteristic protected by applicable federal, state or local law. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.