



## **HPOP Coordinator and Family Trauma Therapist**

### **POSITION OVERVIEW**

The HPOP Coordinator and Family Trauma Therapist is responsible for providing trauma-informed clinical services to children and families participating in CAWC's Humboldt Park Outreach Program (HPOP). This position is also responsible supervising service delivery for the Humboldt Park Outreach Program (HPOP). This is an outstanding opportunity for a human service professional with experience managing a portfolio of dynamic programs and leading a team of staff to achieve measurable results.

### **SCOPE OF RESPONSIBILITIES**

#### **Program Development and Staff Supervision:**

1. Coordinate and supervise day-to-day operations of the HPOP program.
2. Conduct consistent case management and other meetings with staff and interns to ensure coordination of HPOP program.
3. Provide leadership, supervision and ongoing performance management to direct service staff at HPOP to ensure high-quality and well-coordinated intervention services to program clients.
4. Provide comprehensive training to new staff, as well as ongoing staff development and education.
5. Serve as a resource for HPOP staff as it relates to both program and administrative matters; ensure that assigned staff members implement program services and handle administrative responsibilities in accordance with CAWC policies and funder guidelines.

#### **Funder and Other Contractual Obligations:**

1. Maintain service provision standards, documentation and client files in accordance with CAWC policies and funder guidelines.
2. Assume responsibility for program audits related to HPOP services in compliance with funder guidelines.
3. Assist with site visits from various funders and other entities upon request; represent HPOP programs during such site visits.
4. Coordinate the collection and entry of all data in relation to HPOP services and review data for accuracy.
5. Assist the Associate Director in the preparation of grant proposals related to HPOP services.
6. Compile monthly, quarterly and yearly program reports related to HPOP services; ensure accurate and timely submission to funders.
7. Prepare other reports on program services, statistics and outcomes for various funders, partners, CAWC staff members and other parties as needed.
8. Acquire and maintain ICDVP certification.

#### **CAWC Internship Program:**

1. Support the master's-level student internship program.
2. Support in recruitment, training and supervision of student interns.
3. Ensure adherence with college/university guidelines for internship program implementation.

### **Family Trauma Therapy:**

1. Provide assessment to identified child clients of the program and develop individualized treatment plans for the children and their families.
2. Provide individual therapy to children.
3. Facilitate family therapy sessions with mothers and their children.
4. Provide parenting education to mothers individually and in group.
5. Organize and facilitate age-appropriate groups about domestic violence and associated topics for children and teens.
6. Provide clients with referrals for additional services, as appropriate; work collaboratively with other direct service providers to meet clients' needs and goals; and advocate on behalf of clients with other systems.
7. Represent CAWC at various community outreach and education events, as appropriate.
8. Serve as an occasional trainer for the CAWC 40-Hour Domestic Violence Training, or for other internal staff and volunteer trainings.
9. Organize and facilitate age-appropriate prevention education activities at local schools.
10. Ensure the provision of family trauma therapy services as required by funding contracts.
11. Complete client and program-related records to document eligibility and service provision for a variety of data needs and funder requirements; oversee assigned client records to ensure completeness; enter monthly client data into InfoNet database; and complete program reports as required.

## **QUALIFICATIONS**

### **Education, Certifications and Experience:**

- Master's-level degree in human services related field and minimum of three years working with children and families, preferably in a domestic violence program.
- Clinical licensure – e.g. LCSW, LCPC, etc.
- Illinois Domestic Violence Professional (ICDVP) certification required within one year of hire.
- Minimum one-year experience coordinating program services or similar activities.
- Demonstrated ability to work with a broad range of internal and external partners to develop relationships, facilitate collaboration, and achieve results.
- Demonstrated capacity to be self-directed and take initiative while maintaining harmony with program and agency strategy.

### **Personal Characteristics and Commitments:**

- Excellent organizational and time-management skills, with strong attention to detail and a consistent ability to meet multiple deadlines.
- Excellent written and oral communication skills, along with public speaking aptitude.
- Collaborative and creative problem solver.
- High level of energy, with a positive, "can-do" attitude.
- Commitment to using an asset-based approach to both staff supervision/coaching and client service provision.
- Dedication to empowerment of women and children, as well as a commitment to and understanding of anti-oppression and social justice work.
- Capacity to work effectively with others of diverse age, language, race, ethnicity, sexual orientation, religious belief, mental/physical ability, and socioeconomic status.

### **General:**

- Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.
- Availability to work a flexible schedule including evenings and weekends.

**Preferred:**

- Bilingual Spanish/English.
- Previous completion of 40-Hour Domestic Violence Training at an ICDVP approved site.

**WHAT CAWC OFFERS**

CAWC offers a competitive salary, excellent benefits, a flexible work environment, a commitment to ongoing learning, and an opportunity to make a lasting difference in the lives of women and children.

**TO APPLY**

To apply for this position, please send a cover letter and resume via e-mail to Kesha Larkins, Associate Director, at [klarkins@cawc.org](mailto:klarkins@cawc.org). The subject of your e-mail should consist of your last name and "Outreach Services Coordinator".

**ABOUT CAWC**

In 1976 a landmark meeting was held in Chicago to address the crisis of violence against women. This gathering resulted in a task force that ultimately became Chicago Abused Women Coalition (CAWC). In 1977, CAWC then established the city's first 24-hour domestic violence hotline and in 1979 opened Chicago's first shelter for battered women and their children.

Over the years, CAWC has evolved in response to changing needs. Throughout the 1980s and 1990s, the organization expanded programs to include community-based outreach services to adults and specialized intervention services with children. To reflect the expanded scope of its services and its goals for the future, CAWC in 2008 changed its name to Connections for Abused Women and their Children, maintaining its recognizable acronym, while signaling its commitment to programming for both women and children affected by domestic violence.

Today, CAWC continues to demonstrate leadership in addressing domestic violence in Chicago, providing life-saving assistance to more than 1,000 women and children each year. Known for its innovative and effective programs and partnerships, CAWC continues to operate its 24-hour hotline and 42-bed shelter (Greenhouse), as well as the following: the Hospital Crisis Intervention Project (HCIP), based at both John H. Stroger Jr. Hospital and Northwestern Memorial Hospital, offers not only crisis intervention to victims at the time they seek healthcare, but also trains physicians on appropriate screening for domestic violence; the Humboldt Park Outreach Program (HPOP), a walk-in program that provides individual and group counseling to women and their children, along with enhanced therapeutic services for children; and domestic violence education and support for women seeking substance abuse treatment at Haymarket Center.

CAWC is a 501(c)(3) designated non-profit organization governed by a Board of Directors with an operating budget of approximately \$1.8 million. CAWC enjoys a broad base of support from governmental entities, corporations, foundations, United Way and individuals. Staffed with multilingual, multicultural advocates, CAWC is well-known for providing a safe place for women and children from a rich variety of cultures and backgrounds.