

# CALIF

**Communities Actively Living Independent & Free**

634 S. Spring St., 2<sup>nd</sup> Floor, Los Angeles, CA 90014

Tel. No: (213) 627-0477; Fax no.: (213) 627-0535



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## COMMUNITIES ACTIVELY LIVING INDEPENDENT & FREE POSITION DESCRIPTION

<b>JOB TITLE:</b>	<b>Program Coordinator (Stop The Hate)</b>
	Non-exempt employee
<b>LOCATION:</b>	634 S. Spring St., 2 <sup>nd</sup> Floor Los Angeles, CA 90014
<b>HOURS:</b>	40 Hours/Week
<b>SUPERVISION RECEIVED:</b>	ADRC Program Director/Program Director
<b>SUPERVISION GIVEN</b>	Yes

### ***Essential Job Functions & Responsibilities***

Under the direction of the ADRC Program Director and the Program Director, the duties, functions and requirements of the **Program Coordinator, Stop The Hate** are as follows: Direct services for victims and survivors of hate incidents and hate crimes and their families, including mental and complementary health services; wellness and community healing; legal services; navigation, case management, and referrals; Prevention services, including arts and cultural work, youth development, senior safety and escort programs, safety planning, training; and cross-racial alliance work; Intervention services, including outreach, training, restorative justice, coordination with local government and institutional partners, and coordinated regional rapid response.

This full-time, non-exempt position reports to CALIF's ADRC Program Director and Program Director.

## **Position Overview:**

- Direct services for victims and survivors of hate incidents and hate crimes and their families, including mental and complementary health services; wellness and community healing; legal services; navigation, case management, and referrals
- Prevention services, including arts and cultural work, youth development; senior safety and escort programs, safety planning, training; and cross-racial alliance work
- Intervention services, including outreach, training, restorative justice, coordination with local government and institutional partners, and coordinated regional rapid response

## **Responsibilities:**

- Develop a comprehensive community outreach plan to inform the public about Hate-related issues: track outreach contacts, service hours, and results. Install technical systems for tracking and reporting.
- Train staff in policy and procedure, service delivery, data collection and reporting
- Provides supervision and training to community partners
- Marketing and Outreach: Print materials and information in English, Spanish, Korean, Tagalog., and Chinese
- Host/Attend four outreach events per month. Collaborate with partners in Anti-Hate campaigns to include faith-based organizations and mental health providers; Host community events to empower participants to commit themselves to Stop the Hate
- Therapy through Art/Media, utilize art training to host community meetings focused on Art in collaboration with schools, libraries and other community partners. Sponsor anti-hate art and media (music, poem, etc) contests.
- Self Advocacy/ Peer Counseling, Conduct in-service anti-hate at schools in school auditoriums, scenarios and Q&A to garner feedback and interaction from the student body

- Promote health, wellness and social service opportunities for persons with disabilities and low-income individuals through personal contacts, flyers, events and meetings to stop hate-related acts
- Works with residents/consumers, health workers, community connectors and case managers to get referrals within our service areas who may have experienced hate activities
- Coordinates appropriate training opportunities for collaborative members and community agencies on prevention and response to hate acts
- Phone calls, attendance at meetings to identify health care needs
- Interviews and assesses people with social service needs to provide referrals for services within and outside the agency
- Connects with community organizations and attend events to identify seniors and persons with disabilities who may be impacted due to hate crime
- Engage the community in public health, education, emergency response, and the health care system
- Other duties as assigned
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### **Qualifications:**

- Bachelor's degree, (preferred) or Greater than five years' experience working in social services
- Demonstrated knowledge of the aging and disability resource center approach and successful development of programs in the nonprofit environment
- High comfort level and competency using databases, online research,
- Ability to communicate clearly and at a professional level both verbally and in writing; a commitment to professional growth
- Bilingual in English and Spanish, a plus

Communities Actively Living Independent & Free seeks to be representative of the communities we serve. Minorities and individuals with disabilities are encouraged to apply for this position. CALIF does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age,

national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

**PART OR ALL OF THIS POSITION IS GRANT FUNDED AND MAY BE LIMITED BY THE TERM OR LENGTH OF THE GRANT.**

Because of the purpose of CALIF, it is essential that the individual understand, believe and practice the Independent Living Philosophy.

**CALIF IS AN EQUAL OPPORTUNITY EMPLOYER**

**Revised August 14, 2023**