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## **Monarch Services is seeking a Family Support Specialist**

*Based in both Santa Cruz and Watsonville Office*

*Non-exempt, Full Time, some evenings and weekend days are required*

*\$17.50/hour (include bilingual pay differential)*

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### **WHY JOIN US**

We are activists, advocates, feminists, leaders, empower-ers striving to create a world free from violence and abuse.

We are committed to serving as leaders for social change for the benefit of the community through advocacy, shaping policy and collaborating with community partners.

Now, imagine yourself working for a social justice organization that helps transform lives and communities...

### **THE OPPORTUNITY**

Under the supervision of the Children & Youth Program Manager and within the scope of the agency's mission, the Family Support Specialist is responsible for providing direct services to the children of survivors of domestic violence and teen survivors of domestic violence, sexual assault, and/or human trafficking.

### **WHO YOU ARE**

- You have education or experience equivalent to one year of relevant college coursework or experience working with children and/or youth.
- You have knowledge of intimate partner violence, sexual assault, trauma, and community resources.
- You have the ability to work flexible hours including evenings and weekends, as needed, to be responsive to agency needs.
- You have working knowledge of personal computer, experience with MS Office software including Word and Outlook.

### **SKILLS**

- Fluency in English and Spanish is required.
- Excellent communication skills, particularly listening, mediation, and writing skills.
- Possess strong organizational skills with ability to meet a demanding workload.
- Ability to work with people of diverse ethnic, cultural, religious, socio-economic, sexual and political orientations.

## WHAT YOU'LL DO

- You will conduct intake assessments to identify children's and teens' needs and develop service plans.
- You will provide crisis intervention services to children of battered persons and teen victims of domestic violence, sexual assault, or human trafficking in the Watsonville, and Santa Cruz offices, as well as the shelter.
- You will provide referrals to and advocate on behalf of children and teens as necessary.
- You will coordinate, facilitate, and document teen educational/support groups at high schools and middle schools.
- You will coordinate, facilitate, and document evening support groups for children and teens during Monarch Services Support Groups at the Watsonville and Santa Cruz offices; collaborate on weekly topics with Monarch staff.
- You will provide support and information to parents/guardians/caregivers handling crisis and/or transitional situations with their children and teens.
- You will provide positive role modeling for parents/guardians/caregivers regarding non-violent discipline and conflict resolution skills.
- You will uphold responsibility to report suspected child abuse and neglect in accordance with the law.
- You will assist with coordinating and facilitating educational, recreational and therapeutic activities for children and teens on an individual and group basis.
- You will maintain the organization, safety and cleanliness of children's toys, equipment and play areas.
- You will provide support to crisis line and other crisis intervention services, as needed.
- You will work closely with Case Manager to maintain clear and concise client files and records, and assist in gathering statistical information in compliance with funding requirements.
- You will complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training.
- You will maintain Peer Counselor certification by completing continuing education requirements as required by state grantors.
- You will develop and maintain partnerships with schools and other youth and teen service agencies.
- You will attend staff meetings, trainings, supervision meetings and other agency meetings as required.
- You will maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

## **BENEFITS & PERKS**

### Keeping you healthy

We take a holistic approach to wellness physical, emotional, and financial. Our comprehensive benefits package includes:

- Up to 100% agency paid medical, dental, vision, and life
- 403B retirement benefit with up to 4% employer match
- Flexible Spending Account and Dependent Care Plan available

### Balancing your Life

Work-life balance is an essential aspect of self-care. That's why we provide generous time off policies for everything life throws your way. Whether it's a new baby, a family, or a nasty cold, we've got you covered.

- 13 Holidays and Paid Time Off benefits for regular employees.
- 5 Friday office closures during spring and summer months.
- Winter office closure
- Self-care retreats.

### How we collaborate

We cultivate comradery between all Monarch staff and programs supported by a range of fun activities that bring us together.

- Agency Engagement Committee
- Diversity Equity Inclusion Committee

## **THE FINE PRINT**

While performing the duties of this job, the employee is regularly required to walk; sit; drive; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines.

### **How to apply:**

**Submit your resume and cover letter packet  
clearly outlining your related experience to this position  
via e-mail (MS Word or PDF formats only) to [brianal@monarchsc.org](mailto:brianal@monarchsc.org)**

**The position will remain open until filled.**

**MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS,  
SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.**

**We take pride in being a family friendly workplace.**