

Position: Programs Assistant

Employer Name: Family Crisis Center of Baltimore County

Wage: \$10-13 per hour with benefits, depending on education and experience

Location: Southeastern Baltimore County

Employment Terms: Full-time, 35 hours weekly

Hours of Work: 1 p.m. – 8 p.m. Monday – Friday, occasional flex time for outreach and training events

Apply By: July 24, 2017

Please send a cover letter and resume to: Elena Hampton-Stover, Program Services Director, elena@familycrisiscenter.net

The Family Crisis Center of Baltimore County is hiring a Programs Assistant.

Our ideal candidate is non-judgmental, professional, respectful, flexible, and values confidentiality, equality, and empowerment, and has strong critical thinking and problem solving skills.

We offer staff training, and an opportunity to be part of a well-established organization providing services to families who have experienced violence working to create a society free from violence.

Position Description & Requirements: The Programs Assistant, under the direct supervision of the Shelter Coordinator, is required to demonstrate the ability to communicate and comprehend oral and written instructions and to provide a consistent, respectful service for all shelter residents. This role also supports the functioning of the 24-hour Domestic Violence/Sexual Assault through administrative duties, volunteer support, and taking hotline shifts.

Minimum Education Required: Minimum of high school diploma or equivalent.

Minimum Experience Required: No prior experience required; previous experience in domestic violence agency preferred.

Values & Skills Needed:

- Bi-lingual, Spanish and English preferred
- Knowledge about interpersonal violence and abuse
- Communication skills (written and verbal, conflict resolution)
- Client interactions (intake paperwork, orienting new residents to facility)
- Administrative (answering phones, safety monitoring, documentation)
- Daily operations (light cleaning, documenting maintenance needs)
- Ability to work independently as well as in collaboration with teammates

Must have valid:

- Criminal background check
- State issued identification
- Professional references

