

# Job description

## About us

Family Safety Center is a small business in Memphis, TN. We are professional.

Our work environment includes:

- Modern office setting
- Casual work attire
- On-the-job training
- **Mission:** Is to provide one location that effectively combines civil criminal health and social services for victims of family violence.
- **Vision:** Our vision is a thriving community that embodies a spirit of compassion, collaboration and progressive change that values mutual respect, safety and serenity for all residents.
- **Values:**

1. Honesty, Openness and Accountability 2. Quality 3. Dignity, Respect, Trust, and Fairness 4. Diversity and Equality 5. Flexibility 6. Collaborative Inclusive Teamwork 7. Persistence, Resilience and Dedication 7. Hope, Healing, Safety and Justice

## Job Title: Bi-Lingual Navigator

- Permanent Full-time
- FLSA exempt
- Hours: Monday-Friday 8:00am- 4:30pm

## Job Summary:

- Assists clients in accessing services from on-site partners that accommodate the individual needs of the client.
- Performs intake procedures to efficiently and effectively process clients through the organization.
- Provides consultation, case management and information, completes administrative records, performs client follow-up, assists with and participates in professional development activities and client community outreach.

## Skills and Abilities:

- Working knowledge of domestic violence dynamics and its impact on children and families.
- Ability to communicate with a wide range of children and families from different cultural backgrounds.
- Knowledge of community resources.

- Working knowledge of alcohol and drug abuse and its impact on children and families.
- Demonstrated computer experience with word processing or varied software required.

### **Education and Experience:**

- Undergraduate degree in social work or similar discipline from an accredited program with at least two years direct client contact; or an associate degree with life experience and at least two years of client contact.
- Two years' experience in providing direct service to domestic violence victims.

Job Type: Full-time

Salary: \$35,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 7.5 hour shift
- Monday to Friday

Ability to commute/relocate:

- Memphis, TN: Reliably commute or planning to relocate before starting work (Required)

Education:

- Associate (Required)

Experience:

- Social work: 2 years (Required)
- Intake: 2 years (Required)

Language:

- Spanish (Required)
- English (Required)

Qualified candidates please email resume to [humanresources@familysafetycenter.org](mailto:humanresources@familysafetycenter.org)