POSITION TITLE: Bilingual (Spanish/English) Advocate (1.0 FTE)

FUNCTION: Provides crisis intervention and support, advocacy, information, and referral to survivors of sexual assault, domestic violence, and stalking with a focus on Hispanic and Latina survivors. This includes telephone, written, hospital, court, face-to-face and support group advocacy in both English and Spanish. Works consistently within the mission, vision, and values of the Agency.

KEY JOB RELATIONSHIPS: Reports to Director of Hamilton County Services, serves survivors, collaborates and coordinates with community agencies, organizations to provide appropriate resource/referral sources.

QUALIFICATIONS: BA/BS in Education or Human Service Related Field or equivalent experience required. Fluency in writing and speaking Spanish and English required. 1 year of experience in field (SA, DV, crisis intervention with victims, advocacy) preferred. 1 to 2 years of experience delivering direct services in field required. Experience in training / education delivery preferred. Computer literacy (MS Office, databases, email, etc.) required.

RESPONSIBILITIES & EXPECTATIONS:

Programming Provides direct crisis intervention services, in both Spanish and English, to survivors of sexual assault, domestic violence, and stalking.

- Provides telephone and one-on-one crisis intervention, hospital advocacy, civil and criminal court accompaniment, and support group facilitation.
- Answers the Hotline and provides other services as needed/assigned.
- Makes appropriate assessment of abuser and survivor lethality danger, assists client with safety planning and provides information and referrals with each client as appropriate.
- Makes needed assessment of abuser/primary aggressor, independently of assessments made by law enforcement or the courts, and ensures that all survivors of abuse are served regardless of their status as a Defendant, pursuant to Agency policy.
- Accompanies clients to proceedings/appointments/meetings as needed to provide information, advocacy, support, and safety.
- Advocates for survivors based on survivor-defined goals and with the consent of the survivor.
- Facilitates educational and/or support groups for clients, as assigned.
- Maintains access to reliable transportation and maintain insurance on vehicle(s) used for duties.
• Provides program services that are:
  o Client focused to support and meet client/community needs.
  o Excellent in quality and empowering to the clients.
  o Affirms the value of diversity and inclusion, and is respectful to all survivors (e.g.,
    gender identity, class, race, ethnicity, ability, religion/spirituality, cultural identity,
    immigrant or refugee status, and sexual orientation).

**Outcome Analysis of Programs & Continuous Improvement**
• Maintains highly accurate records / reporting systems / statistics and submits on time (e.g.,
  documentation for WHW, for funders, for partner agencies).
• Participates in the on-going process of evaluation and revising policies, procedures, and
  forms as appropriate.
• Maintains file information that is usable and accessible to colleagues.

**Agency Teamwork**
• Establishes and maintains effective and professional working relationships with coworkers,
  volunteers, interns, donors, and board members.
• Participates in any additional training and development opportunities provided by the
  Agency.
• Provides training, support, and evaluation of volunteer and interns assigned to this position,
  including verification of observation logs, as requested by supervisor.
• Participates actively in Agency meetings and functions.

**Community Leadership**
• Develops and maintains effective, professional, and collaborative relationships with others in
  the community, especially in Hispanic and Latina communities.
• Collaborates with other Agency staff to ensure the provision of crisis intervention, support
  and advocacy is coordinated with other community systems.
• Exercises discretion when representing the Agency and maintains confidentiality in
  interactions within community as appropriate.
• Consistently advances the Agency and promotes positive public relations.
• Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate
  based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity,
  immigrant or refugee status, and sexual orientation.

**Supervision:** N/A

**OTHER REQUIREMENTS:** To facilitate Agency effectiveness, may be expected to take on
other duties assigned. Availability of transportation in order to provide service in the community
is required.

**ACCOUNTABILITY:** Director of Hamilton County Services
WOMEN HELPING WOMEN: JOB DESCRIPTION

**TIME COMMITMENT:** Full-time

**PAY BASIS:** Hourly

**BENEFITS:** As stated in the current Human Resources Policies

**CONFIDENTIALITY:**
May be involved in confidential personnel, and interagency issues.
Responsible for client confidentiality.

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

Rev. 6/15, 9/15, 3/14/18