

POSITION ANNOUNCEMENT

Position: Community Services Advocate - Spanish-Speaking
Hours: 30-35 hours per week
Wage: \$12.75-14.59/hour, DOE
Benefits: Medical, dental, and vision insurance; paid holidays, vacation, and sick leave are provided as per SafePlace personnel policies. Employee Assistance Program (EAP). Retirement benefits will be available when SIMPLE Plan qualifications have been met.

Applications Due: March 10, 2016 by 9:00 a.m.

To Apply: Please e-mail a one-page cover letter addressing how you meet the minimum qualifications for the position, a current resume and a list of three professional references to Sandy St. Dennis, Human Resources Director, at sandys@safeplaceolympia.org. Please include the application as an attachment, not as an e-mail text and use CSA-SS in the subject line. You may also send/deliver your application packet to SafePlace, 521 Legion Way SE, Olympia, WA 98501.

Key Responsibilities:

- * Provide advocacy for Spanish-speaking clients, help-line clients, and walk-in clients at the Community Services Center.
- * Plan, organize and facilitate the weekly Spanish Speaking Support Group.
- * Provide community education, prevention, and outreach services to Spanish-speaking underserved populations, focusing on rural areas in Thurston County and areas outside of Olympia, as needed.
- * Network with appropriate agencies providing services to the Spanish-speaking community.
- * Assist the Community Services Program Manager with the annual Spanish community education training.
- * Attend Community Services meetings, and other advocate and all-staff meetings, as required.
- * Meet regularly with the Community Services Program Manager, as needed.
- * Perform duties, as described, in a culturally-relevant and respectful manner.

Minimum Qualifications:

- * High school diploma or general education degree (GED) or equivalent educational background.
- * Bilingual/bicultural in Spanish and English.
- * One year experience (1,560 hours minimum) providing social services to the Spanish-speaking community.
- * Knowledge of sexual and domestic violence issues.
- * Basic computer skills, including word processing, and knowledge of Internet and e-mail.
- * Demonstrated ability to understand and communicate with people of different socioeconomic and cultural backgrounds.
- * Ability to maintain a positive attitude in a crisis intervention work environment.
- * Have a car, current automobile liability insurance, and a telephone.
- * Commitment to the need for client and agency confidentiality.
- * Agreement with the Safeplace philosophy statement.

Preferred Qualifications:

- * Experience working/volunteering in a social service field and/or with community groups.
- * Experience speaking before groups
- * Experience networking with community groups
- * Knowledge of the court system and domestic violence and family law.
- * Knowledge of local resources.
- * Completion of SafePlace Advocate Core Training (ACT) in Spanish or English.

Safeplace is an equal opportunity employer. Our agency is committed to a culturally and ethnically diverse work place.

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