

SafePlace Job Description

Job Title:	Community Services Advocate (Spanish-Speaking)
Reports to:	Community Services Program Manager
FLSA Status:	Non-exempt
Number of Hours:	30-35 hours per week
Salary Range:	Schedule B or C, 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.

SUMMARY

Provide advocacy and community education/prevention to the Spanish-speaking community, drop-in clients at the community service office, and on the help-line, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Essential Duties and Responsibilities of this position include the following. Other duties may be assigned.

- A. Provide advocacy for Spanish-speaking, help-line, and walk-in clients at the Community Services Office.
 1. Provide clients with crisis intervention and advocacy.
 2. Provide medical advocacy (Sexual Assault Response Program).
 3. Provide safety planning.
 4. Provide drop-in advocacy support as assigned.
 5. Answer help-lines as assigned.
 6. Provide legal advocacy regarding information on protection orders and immigration relief under the Violence Against Women Act (VAWA).
 7. Document client contact.
- B. Plan, organize, and facilitate the weekly Spanish Speaking Support Groups.
 1. Plan activities, discussion topics, and/or schedule guests each week on relevant domestic violence, sexual assault, and children and parenting topics, and/or on community resources. (Group participants should be involved in the selection of topics at least twice per year.)
 2. Screen potential participants for group participation, including information on confidentiality and mandated reporting.
 3. Attend meetings with Wednesday Evening Program staff and partners as needed.
- C. Provide community education, prevention, and outreach to Spanish-speaking underserved populations focusing on rural areas in Thurston County and areas outside of Olympia, as needed.
- D. Network with appropriate agencies providing services to the Spanish-speaking community.
 1. Maintain close working relationship with CIELO Project.
 2. Participate in meetings with local Spanish Speaking Advocates.
- E. Assist the Community Services Program Manager with the annual Spanish community education training.
 1. Assist in advertising and outreach to potential participants.
 2. Facilitate trainings and assist with participant registration.
- F. Attend Community Services meetings and other advocate and all-staff meetings as required.
- G. Meet regularly with the Community Services Program Manager, as needed.
- H. Perform duties as described in a culturally-relevant and respectful manner.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- * Experience with 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 and current automobile liability insurance.
- * Have (or be willing to obtain) 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.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED) required or equivalent educational background. One year experience (1,560 hours minimum) providing social services to the Spanish-speaking community. Specific knowledge, experience, and abilities acquired must include the following:

1. Ability to organize effectively.
2. Ability to handle detailed work accurately.
3. Ability to efficiently handle and prioritize multiple tasks effectively.
4. Ability to work independently.
5. Ability to handle stress effectively.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. The Community Services Advocate (Spanish-Speaking), however, is expected to provide support, guidance and feedback to current advocates, interns and volunteers.

INTERPERSONAL SKILLS

To perform this job successfully, an individual must possess the following interpersonal skills:

1. Ability to establish and maintain effective working relationships with supervisor, employees, volunteers, clients and community members.
2. Ability to effectively communicate and work as a team member with a diverse staff.
3. Ability to network with community leaders and providers.
4. Ability to respond to crisis, maintain healthy boundaries and set limits.
5. Ability to interact in a confidential manner that is sensitive to the needs of agency clients.
6. Ability to resolve conflicts in a fair and respectful manner.
7. Ability to maintain a positive attitude in a crisis intervention work environment.

VERBAL and WRITTEN SKILLS

To perform this job successfully, an individual must possess the following verbal and written skills:

1. Bilingual in Spanish and English.
2. Ability to read and comprehend written and verbal instructions, memos, training material, and policies and procedures.
3. Ability to write objective entries in client records, meeting minutes and informational memos and correspondence.
4. Ability to read and interpret documents such as safety rules, operating and procedure manuals, etc.

REASONING ABILITY

To perform this job successfully, an individual must possess the following reasoning abilities:

1. Ability to reason by translating SafePlace practice, procedure and philosophy into cultural practice and social norms of Spanish-speaking clients.
2. Ability to identify and solve problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
3. Ability to identify gaps in standardized procedures and formulate proposed solutions.

MATHEMATICAL SKILLS

To perform this job successfully, an individual must possess the following mathematical skills:

1. Ability to accurately add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
2. Ability to compile statistics and report them in an understandable form.

COMPUTER SKILLS

To perform this job successfully, an individual must possess the following computer skills:

1. Basic computer skills and basic word-processing.
2. Knowledge of Spanish word processing program.
3. Knowledge of Publisher and Power Point programs preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

1. SafePlace initial member training certification.
2. Valid driver's license and current automobile liability insurance
3. CPR/First aid training certifications preferred.

PHILOSOPHIES

To perform this job successfully, an individual must commit to the following philosophies:

1. Commitment to the SafePlace mission and philosophy.
2. Subscribe to the theory of empowerment of women.

TRAINING REQUIRED

Employee is required to complete the initial SafePlace ACT Training and on-the-job crisis line training with shelter staff. Employee must attend 20 hours of on-going direct service training a year, which must include 15 hours advocacy-based counseling, 12 hours of sexual assault training and 3 hours of CPR training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Employee Signature

Date

Community Services Advocate (Spanish Speaking) 30 hrs 6/16 sjs