



## **POSITION OPENING - OVERNIGHT ADVOCATE**

**POSTED: August 3, 2011**

**Application Deadline:** Until filled

**Starting Salary:** Competitive Salary and Benefits

**Reports To:** Family Advocacy Manager

**Supervised By:** Lead Family Advocate

**FTE:** .75 -1.0

### **Position Description**

Family Advocates assist battered women and children, both in the Refugio and in the community, to develop, pursue and achieve their goals to live free of violence while promoting Casa de Esperanza's mission.

### **Functions**

#### **Program Development**

- Assist women and children to identify goals and methods to achieve them. Provide supportive listening. Assist family members to develop and reinforce safety plans.
- Provide information about and help women access relevant resources such as OFPs, public benefits, medical care, housing assistance, legal protections, etc. Assist women in preparing and translating documents for VAWA petitions.
- Intervene on behalf of women/families in crisis situations with police, medical professionals, employers, creditors, social service caseworkers, attorneys, etc.
- Answer crisis calls. Provide supportive listening and resource information. Assist women in deciding upon a course of action. Arrange for safe shelter and transportation, as needed.
- Maintain knowledge of current resources. Help maintain relationships with other organizations, as well as identify new relationships, to maximize benefits and services available.
- Contribute to organizing activities for residents and interact individually with residents. Facilitate house meeting on a rotating basis. Constructively help residents resolve conflicts when necessary.
- Provide training or information about domestic violence and Latino realities to other organizations.
- Provide clear and timely work documentation for reporting purposes. Contribute to analysis of the Family Advocacy program, the organization as a whole, and of community trends.
- Participate in in-service and other job-related training.



### Teamwork Environment

- Contribute to an effective work team and smooth functioning of the Refugio. Participate in ensuring team focus on the agency mission and forwarding the agency strategy of influencing change in the domestic violence field.
- Promote cooperative efforts in effective communication, meeting challenges and decision-making.
- Provide ongoing coaching, training, support and an atmosphere for open communication.
- Assist in training volunteers and new staff as needed.
- Assist coworkers in remaining outcomes- and mission-focused
- Contribute to sustaining a positive work environment that embodies Latino cultural strengths, interdependence and communalism.
- Other duties as assigned.

### **Qualifications**

#### Education and Experience

High school diploma, or GED, and two years experience in an intervention setting,  
or  
A combination of equivalent experience and education.

#### Skills and Abilities

- Strong written, verbal and interpersonal skills in Spanish and English required.
- Knowledge of the Latina community. Bi-cultural experience preferred.
- Knowledge of domestic violence issues preferred.
- Ability to listen and resolve conflicts effectively.
- Ability to manage multiple priorities to ensure meeting deadlines.
- Knowledge of and ability to use computers/technical resources to effectively accomplish work.
- Flexibility to occasionally work weekends, evenings or holidays occasionally.
- Refugio & Community Advocates must be able to travel to various locations for meetings or events and must have valid driver's license and adequate auto insurance.

### **Working Conditions**

Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job

Posted August 3, 2011



incumbents may be required to perform other functions not specifically addressed in this job description.