

Position Title: LATINx Advocate Community Advocate (Bilingual: English/Spanish)
Program: Community Advocacy
Reports to: Community Advocacy Director
Supervises: N/A
Status: Non-exempt, Full-time.

Scope of Duties:

The Community Advocacy Program provides a wide range of services including assistance in obtaining a protective order, courtroom advocacy, safety planning, outreach, information and referral and short-term case management. The Latin@ Advocate will also do culturally specific outreach and program development, identifying the needs of the Latino population and how our agency can better serve the needs of this population.

Responsibilities:

- Provide culturally specific advocacy for members of the Latino community.
- Case management.
- Assist survivors with attaining self-sufficiency.
- Assist the Director of Community Advocacy in Program development.
- Assist with accessing legal/immigration services with clients.
- Maintain an active knowledge of the protective orders for intimate partner violence.
- Assist clients with filing paperwork for protective orders.
- Attend petition review court hearing(s) for protective orders when appropriate.
- Refer clients to other DVRC services and community resources.
- Record, organize and submit monthly program statistics.
- Adhere to the programs and agencies policies and procedures.
- Provide educational outreach regarding culturally specific issues of domestic violence and DVRC community advocacy when requested.
- Maintain a positive relationship with court staff and outside partnering agencies.
- Attend and participate in relevant community meetings and committees.
- Assist clients in applying for the Address Confidentiality Program.
- Provide relevant training for new staff and volunteers working in the Community Advocacy Program.
- Collaborate with Administrative Assistant on promotional materials.
- Other duties as assigned.

Qualifications:

- Bilingual/Bi-literate: Fluent in English and Spanish required, bicultural preferred.
- Experience working with the Latin@ community and has an understanding of Latin@ culture.
- At least one year of experience in the field of domestic violence services.
- Bachelor's Degree (BS/BA) required or equivalent work experience.
- Working knowledge of computers - Word, Excel, Power Point, email, internet.
- Excellent organizational and time management skills.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.

- Ability to provide strong leadership in crisis situations.
- Knowledge of community resources and how to access them.
- Ability to communicate effectively with clients and colleagues.
- Experience working with hostile clients.
- Ability to assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age, or disability.
- Must complete the 40-Hour Victims' Advocacy Training (required by State of Oregon) within a reasonable amount of time following the hire date.
- Ability to pass a background check.

Physical Requirements:

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

Sensory/Cognitive Demands:

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations.

Employee Signature

Date

Supervisor Signature

Date