



**El Programa Hispano Católico: UNICA
Domestic Violence Advocate**

Full-time Position (40 Hours a Week) Non-exempt
Reports to: Manager of Urgent Services

POSITION SUMMARY:

The Domestic Violence Advocate provides crisis intervention and related support services to Latina survivors of domestic violence. The Advocate will provide support, advocacy and opportunity for self-empowerment and ensure that Latino individuals and families have equal access to community resources. This advocate position will assist survivor's individualized case plans and agency advocacy as needed. These services include advocacy, crisis intervention, protective orders, individualist case plan and other services as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide crisis intervention, safety planning, advocacy and related support services to Latina survivors of domestic violence.
- Provide support to UNICA advocates in matters related to direct service, such as new community resources and case staffing/consultations.
- Assess domestic violence participant's needs/strengths, develop safety plans, and determine appropriate plan of action for resolution.
- Advocate for Latino women with outside agencies and government system (i.e. Courts, Social Security, Immigration, DMV, AFS, and others as needed).
- Attend and participate in community meetings and events as required.
- Participate actively in various team projects including team meetings, coordination and implementation of pertinent activities.
- Support the organization and maintenance of updated resource materials for survivors of domestic violence.
- Maintain a caseload of between 8-10 domestic violence participants.
- Serve as a backup advocate at Gateway Center as needed.
- Facilitate a domestic violence support group and deliver educational training programs and workshops for the community.
- Maintain documentation and client assistance budget consistent with El Programa Hispano Católico procedures and funding requirements.
- Adherence to El Programa Hispano Católico/Catholic Charities policies and procedures.
- Perform other duties as assigned by EPHC supervisor.

QUALIFICATIONS:

- Must be bilingual (Spanish/English) and bi-culturally competent.
- Ability to communicate concisely and effectively, both verbally and in writing in Spanish and English.
- Bachelor's degree or equivalent experience required.
- Minimum 1 year experience providing case management, information and referrals, intervention services and advocacy in Domestic Violence / Sexual Assault.
- Experience and knowledge of trauma informed care and anti-oppressive practice as it pertains to social service delivery.
- Experience and knowledge working with a broad range of issues affecting Latinos/communities of color in the community – especially issues related to surviving domestic/sexual violence.
- Experience with community networking and organizing.

NMS 2.27.2017

- Intermediate proficiency in all programs of Microsoft Office; database entry and management experience required, specifically with using Salesforce.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- 40 hr. Domestic Violence / Sexual Assault training.
- Must have driver's license, ability to obtain automobile insurance at levels required by agency (100/300/100). Occasional driving in the Tri-County area required.
- Satisfactory results from civil, criminal and motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Please submit your resume and cover letter at:

<https://catholiccharitiesoregon.applicantpro.com/jobs/>

EQUAL OPPORTUNITY EMPLOYER