



**EI Programa Hispano Católico: Proyecto UNICA**  
**Sexual Assault Advocate**

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

**POSITION SUMMARY:**

Project UNICA is a program within EI Programa Hispano Católico that provides prevention and intervention services to survivors of domestic and sexual violence. The goal of the program is to provide support, advocacy, and opportunity for self-empowerment that enables survivors to exercise free and informed life choices. Project UNICA operates the UNICA Crisis Line, which is the first and only 24-hour DV/SA Crisis Line in Spanish in Multnomah County and the state of Oregon.

The Sexual Assault Advocate will provide services to survivors of all ages. These services include advocacy, crisis intervention, protective orders, individualist case plan and other services as needed.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Provide crisis counseling, advocacy, access to emergency medical services and assistance with police reporting.
- Advocate with and for clients as appropriate to the individualized case plan. Client advocacy may include assistance with, protective orders, assistance filing Crime Victim's Compensation, housing, legal issues, obtaining needed services, etc.
- Assist survivors of sexual assault to develop a safety plan.
- Assess survivor needs/issues and determine appropriate plan of action for resolution.
- Maintain assigned caseload of 10-15 survivors of sexual assault, including case plan development, regular and ongoing contact with the client, and all other relevant documentation.
- Participate in community meetings with other social service organizations to promote the agency as an identifiable resource for Latina/o survivors of sexual assault and maintain timely and cooperative contact with outside agencies.
- Provide trainings for community based victims/survivors service agencies.
- Participate in various team projects including team meetings, coordination and implementation of pertinent activities.
- Support the organization in maintenance of updated resource materials for client needs.
- Assist with information and referral and short-term intervention as appropriate to help clients gain greater access to services.
- Maintain documentation consistent with EI Programa Hispano Católico's Social Service Delivery Procedures and other applicable standards.
- Other duties and responsibilities as assigned.

**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 required.
- 2 years of experience providing case management and intervention services, preferably with survivors of sexual assault.
- Knowledge of local Latino community issues as they relate to domestic/sexual violence.
- 40 hour DV/SA Advocacy training.
- Data entry and database management experience preferred; as well as report writing and maintaining statistical records. Experience with Salesforce preferred.
- Strong proficiency in all programs of Microsoft Office.

- 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.
- Excellent written and oral communication skills.
- 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.
- Position will require some travel in the Tri-County area. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Successful completion of civil, criminal and/or motor vehicle background checks.

**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 a cover letter and resume at: <https://EIPrograma.applicantpro.com>

**EQUAL OPPORTUNITY EMPLOYER**