

**WOMANHAVEN -
CENTER FOR FAMILY SOLUTIONS**

Domestic Violence	Location: Domestic Violence Dept.
Job Title: Bilingual Domestic Violence Victim Advocate	Salary Range: \$17-\$19
Reports To: Judith Pritchard	Title: Director of Legal Services
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt Position <input type="checkbox"/> Non-exempt Position X

The Bilingual Domestic Violence Victim Advocate assists victims of domestic violence by assessing needs and helping access referrals and services.

ESSENTIAL FUNCTIONS

1. Conduct interviews in a structured format, providing information, support, safety assessment, and planning.
2. Provide clients with current information on organizations and the availability of additional services.
3. Provide clients with current information and assist with court processes, protective orders, and legal services available to victims.
4. Accompany victims of domestic violence to court proceedings when appropriate.
5. Establish positive relationships with agencies and work in collaboration to assist victims.
6. Attend meetings, trainings, outreach events, fundraising events. Tracking data and generating reports.
7. Provide training to the community and do outreach when needed.
8. Make appropriate referrals as necessary for immigration legal services beyond the scope of the program's or one's competencies, and other social service needs.
9. Providing immigration relief information to victims of abuse.
10. Review appropriate immigration applications in Spanish with clients for understanding.
11. Assist clients with research and documentation gathering, including but not limited to: Copies, faxing, and assisting with record requests.
12. Actively participate and receive training periodically as needed and answer phone lines and electronic communications.

1. Performs other related duties as required.

SUPERVISORY RESPONSABILITIES:

1. None

INTERNAL/EXTERNAL RELATIONSHIPS:

1. Ability to build a broad working relationship with staff, clients, and other agencies.

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PHYSICAL ACTIVITY AND ENVIROMENT REQUIREMENTS:

1. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
2. While performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.

EQUIPMENT OPERATIONS:

EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE REQUIRED (R) /PREFERRED (P):

1. Excellent organizational skills and attention to detail.
2. Excellent verbal and communications skills.
3. Able to work independently.
4. Ability to listen, take direction and make sound decisions.

CERTIFICATIONS REQUIREMENTS:

HIRING REQUIREMENTS:

- At least one year of experience working with victims of domestic violence preferred.
- Bilingual (written and verbal) English/Spanish.
- Bachelor's Degree preferred.

1. Must be able to obtain background and drug test clearance.
2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
3. Own reliable transportation required.

Schedule: 8-hour shift -Mon-Fri. With the flexibility to provide evening coverage as needed. This will include evening and occasional weekend hours.

I have read the above job description and fully understand the requirement set forth there.

Employee's signature: _____

Date: _____

Employee Name: _____
Print