



JOB TITLE: Domestic Violence/Sexual Assault Immigration Advocate
REPORTS TO: Director of Volunteer/ERS/Advocacy Services
FLSA STATUS: Non-Exempt

Minimum Qualifications:

1. Two or more years in human services; crisis counseling preferred.
2. Bachelor's degree in human services preferred.
3. Must be self-initiating person who can work independently with minimum supervision.
4. Experience working with domestic violence and sexual assault survivors preferred; interest and concern for survivors of domestic violence and sexual assault.
5. Excellent organizational skills; ability to set priorities and to meet deadlines.
6. Excellent interpersonal and listening skills.
7. Ability to work with individuals from diverse backgrounds.
8. Demonstrated communication skills, including excellent writing skills (English and Spanish).
9. Must be familiar with immigration paperwork, resources available, and processes.
10. Ability and willingness to comply with DASAS Confidentiality Policies in their entirety.
11. Reliable transportation.
12. Must be bi-lingual (English/Spanish).

Universal Essential Functions:

1. Be familiar with and adhere to the DASAS policies and performance standards.
2. Pass annual criminal background checks and DHS central registry checks.
3. Maintain an open, friendly, professional relationship with all staff and clients, to include respect for culture, diversity and ethnicity.
4. Attend training, planning and regular meetings as needed/required.
5. Foster communication among staff to promote strong, supportive teams and resolve conflict in an appropriate problem solving manner.
6. Maintain accurate documentation and complete written reports as required by position.
7. Ability and willingness to comply with DASAS Ethical Standards in their entirety.
8. Knowledge of computer software programs (Microsoft Word, Excel, and Outlook) and internet is required; familiarity with Microsoft Access, PowerPoint, and desktop publishing applications also preferred.
9. Attend the MCEDSV New Service Providers training as soon as possible after being hired.

General Essential Functions:

1. Collaborating with other DASAS and community agency staff to ensure seamless service delivery.
2. Advocating for the needs of DV/SA survivors through participation on the DV/SA task force and other interagency collaborative groups.
3. Leading systems change efforts on behalf of domestic violence and sexual assault survivors. Advocating for the need of survivors through identifying areas of concern and needed change for the task force and other work groups.

4. Keeping all necessary records, reports, and statistics, and collecting outcome measurement surveys in a respectful, anonymous.
5. Attend a minimum of 24 hours of additional trainings per year.
6. Performing other tasks as directed by Supervisor/Executive Director.

Position Specific Essential Functions:

1. Providing crisis intervention and support to survivors of domestic violence and sexual assault who utilize DASAS' Emergency Response Program (ERS), via other agencies, or who request services on their own.
2. Facilitating support groups in convenient locations for survivors which focus on the dynamics of domestic violence/sexual assault.
3. Providing personal advocacy to survivors, which includes assisting victims in securing rights remedies and services from other agencies, locating emergency financial assistance, intervening with police, employers and/or landlords, to ensure sensitive and effective responses, policies and procedures relative to domestic violence.
4. Making referral and advocating on the client's behalf, for emergency and routine health care.
5. Providing advocacy with criminal justice system, include support, accompaniment, back-up assistance with obtaining Personal Protection Orders and assistance in filing Crime Victims Compensation applications, post sentencing services.
6. Assist in arranging for childcare during on-site individual and group counseling sessions, and providing information/referral to day care providers.
7. Developing survivor-centered action plan with each survivor, helping them identify their needs and referring them to appropriate community agencies when requested by the survivor.
8. Developing an individual safety plan with each survivor at the initial meeting and updating as needed.
9. Providing transportation to appointments, courts, etc.
10. Assist survivors with all aspects of the immigration process, including understanding their rights, accessing services, collaborating with other agencies/attorneys and completing necessary paperwork.

Part time position

Salary Range: \$11.00-\$14.00 per hour

Includes cell phone and mileage reimbursement

The statements listed above are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.