



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

JOB ANNOUNCEMENT

COMMUNITY ADVOCACY PROGRAM SPANISH-ENGLISH BILINGUAL SURVIVOR ADVOCATE

Domestic violence survivors and people of color strongly encouraged to apply

- RESPONSIBILITIES:** Provides mobile, culturally competent, and trauma informed supportive services and prevention education to survivors of domestic violence who are participants in New Beginnings' non-residential Community Advocacy Program, connecting them with community resources and providing financial assistance to address barriers to safety and independence.
- REPORTS TO:** Community Advocacy Program Manager
- HOURS:** 36 hours per week; Monday-Friday business hours, with up to one regularly scheduled evening per week.
- COMPENSATION:** \$21.22 per hour, medical, dental, life and vision benefits; retirement contribution; paid time off and monthly paid training; training allowance. This is a non-exempt position.

RESPONSIBILITIES:

Supportive Services

- Provides emotional support, safety planning, appointment accompaniment, flexible financial assistance and individual case advocacy for Spanish and English speaking survivors of domestic violence. Provides information, advocacy and referrals regarding public benefits, legal issues, culturally specific support, medical care, mental health services, chemical dependency support, financial planning, employment, and other individual needs.
- Maintains resources relevant to Spanish speakers for distribution to participants.
- Provides weekly DV educational sessions to female participants in the Community Center for Alternative Program.
- Incorporates domestic violence prevention education into supportive services with survivors.
- Incorporates trauma informed best practices into supportive services and advocacy work with survivors.
- Collaborates closely with the Community Advocacy Youth and Family Advocate to ensure participants' parenting needs, and the healing, prevention and resiliency needs of children are met.
- Collaborates closely with Home Safe Survivor and Housing Advocates to identify participants who qualify for emergency housing, homelessness prevention or rapid re-housing support, and to ensure participants are prepared to secure and retain housing.
- Provides information and support to DV Housing First Demonstration Project researchers.
- Facilitates support groups as assigned by the CAP Manager.
- Maintains complete and appropriate participant files.
- Staffs at least one Help Line shift during business hours each month.
- Coordinates interpreter or ASL services for non-English/Spanish speaking and hearing impaired participants.
- Performs other duties as assigned.

Data Integrity

- Enters consistently complete, accurate and appropriate participant and service data into the agency database.
- Responds to meet data needs identified by the Program Manager or data staff.

Community Networking

- Maintains extensive knowledge of community resources for the benefit of survivors.
- Maintains positive working relationships with other domestic violence and service agencies in the community.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote New Beginnings' services.
- Attends community meetings as requested by the Program Manager.

Resource Development

- Participates in development events and activities as requested by the Program Manager.
- Provides program information and stories as needed by the development team to build donor support and pursue funding opportunities.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Community Advocacy Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

QUALIFICATIONS:

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- At least two years of experience providing survivor-centered advocacy. Related experience in non-domestic violence agency settings will be considered.
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Strong Spanish-English verbal and written fluency.
- Experience with mobile advocacy a plus.
- Demonstrated ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Knowledge of public benefits, and a wide range of community resources to meet variable survivor needs.
- Demonstrated ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to well-being and stability.
- Ability to take initiative, and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.

Send resume and cover letter detailing experience to info@newbegin.org. Open until filled. Additional agency information available at www.newbegin.org.