

SAVING GRACE JOB DESCRIPTION



POSITION: Bi-lingual Shelter Advocate
REPORTS TO: Shelter Manager
STATUS: 35 hours per week; Non-exempt
OBJECTIVE: Direct Service and Underserved population outreach
WAGE: \$21.31/hr. + Generous Benefit Package

DUTIES

Responsibilities include but are not limited to:

DIRECT SERVICE:

1. Provide direct services to intimate partner violence and sexual violence survivors, as needed: crisis counseling, safety planning, support groups, transportation, emergency assistance, court advocacy, etc.
2. Participate with other staff on hotline and back up rotations; answer office phones as needed.
3. Network and advocate for needs with other community agencies.

BILINGUAL (SPANISH) SERVICES:

1. Provide intimate partner violence direct services to Latina survivors, as needed: safety planning, court advocacy, information and referrals, food & clothing, in-person crisis response, follow up after crisis response, sheltering, Latina support groups, transportation, emergency assistance.
2. Provide interpretation for clients with community partners and other agencies.
3. Network and advocate for survivors' needs with other community agencies
4. Translate documents and prepare outreach materials in Spanish as needed.
5. Assist Spanish-speaking survivors with immigration paperwork, including VAWA, T-Visa, and U-Visa.

ADMINISTRATION:

1. Keep accurate statistical records of services provided.
2. Provide assistance with grants and statistical reports, as required.
3. Develop and/or acquire resource materials.
4. Maintain office appearance and upkeep.
6. Submit reports weekly on activities.
7. Schedule hours to provide regular, adequate coverage.
8. Supervise volunteers providing direct and support services.

OTHER DUTIES:

1. Attend Saving Grace staff and team meetings.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects as assigned.



EDUCATION and/or EXPERIENCE

One to two years working in intimate partner violence, public health or related social services experience and/or training; related Bachelor's degree (B. A.) from college or university; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to fluently speak and read/write Spanish and English. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

PREREQUISITES

1. Ability to work with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to organize program details.
4. Ability to work under stress and respond effectively to crisis situations.
5. Ability to demonstrate initiative and handle a diverse workload.
6. Good problem solving skills.
7. Reliable, responsible, energetic.
8. Ability to practice and demonstrate good self-care to address job stress.
9. Proficiency on appropriate software and Internet.

REQUIRED FOR HIRE

1. Complete Saving Grace 40-hour training.
2. Pass criminal background check, other background checks as required.
3. Sign binding confidentiality agreement.
4. Valid Oregon Drivers License and reliable, insured vehicle.

Saving Grace provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Saving Grace complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.