

P.O. Box 649, Newburgh, NY 12551 • Business 845.562.5365 • Fax 845.562.2216 • **24-HOUR-HOTLINE 888.503.HOPE (4673)**

Posting Date: June 29, 2016

Position Title: Bilingual Advocate (Spanish/English)

Classification: Non-exempt status

Reports to: Family Justice Center Manager

Hours Per Week: 40

Schedule: Monday – Friday 9:00am-5:00pm, with flexibility required for holidays, evenings and weekends

Anticipated Start Date: ASAP

Safe Homes of Orange County is a not-for-profit 501(c)(3), located in Orange County, New York, that has grown from a grassroots small group of committed individuals in 1986 to an organization, leader, and resource in the field of domestic violence and human trafficking advocacy and services in Orange County. Our many programs include a Family Justice Center, an emergency shelter, a legal program, individual counseling and advocacy, support groups throughout Orange County, community education and outreach program.

Duties & Responsibilities:

As a result of internal advancement, Safe Homes of Orange County seeks a Bilingual Advocate who will be responsible for implementing the “El Abrazo De Mis Hermanas” Program, which includes, but is not limited to providing culturally competent support and advocacy services in Spanish and/or English to all victims of domestic violence and human trafficking and engaging community partners in education and training on issues surrounding the Latin@ population and domestic violence.

Responsibilities of the position include but are not limited to:

- Provide nonjudgmental and supportive hotline counseling and shelter screenings, intake interviews and discharges;
- Provide culturally informed emotional support and crisis intervention
- Engage community partners in education and training on issues surrounding the Latin@ population and domestic violence.
- Collaborate in developing workshops specifically tailored to Latin@ victims of domestic violence.
- Provide accompaniment and systems advocacy to courts, probation department, police departments, hospitals and other social services agencies;
- Provide appropriate information, comprehensive assistance and referrals, and facilitate connections with appropriate service providers;
- Assist clients in exploring their legal, housing and economic options;
- Encourage client attendance in agency support groups and facilitate support group(s) as scheduled;
- Maintain client records, group logs and statistical information, as requested, in accordance with agency policy and utilize the agency database as expected;
- Attend and actively participate in staff meetings, other agency meetings and trainings, as assigned and scheduled;
- Travel extensively between the agency’s offices and other locations (court, shelter, police stations, etc.)
- Other duties as assigned.

Qualifications

- Possess strong communication skills in Spanish and English (both oral and written.)
- 2 year degree and/or experience working with domestic violence victims and/or counseling and counseling experience
- Possess an understanding of immigration related issues and the barriers faced by Latin@s.
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Work cooperatively and supportively as part of a team.
- Exercise sound judgment in responding to problems and crises.
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression.
- Demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault.
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community.
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required.
- Experience with Microsoft Word and Excel is preferred.
- Possess a valid and insurable driver's license, as well as reliable transportation.

Cover letter and resume required. Please submit by 7/20/16 via email or fax only to:

Attention: Inaudy Esposito, Family Justice Center Manager

Email: iesposito@safehomesorangecounty.org

Fax: 845-562-2216

Due to high volume of responses it may not be possible to respond to all inquiries.

Selected candidates will be notified for an interview.

Safe Homes of Orange County prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.