

Position Description- Job Posting
LATINO COMMUNITY DEVELOPMENT AGENCY

STATUS: Full-Time, Hourly Exempt
JOB TITLE: Bilingual Victims Advocate
DEPARTMENT: Domestic Violence
SALARY RANGE: 25,000- 35,000
HOURS: full time -

Functions of Work:

Under the supervision of the DV Supervisor the case manager will provide advocacy and appropriate services to victims of domestic violence.

Examples of work Performed

- To participate in ongoing training to successfully serve Hispanic American Victims of domestic violence/dating violence, sexual violence and stalking.
- To provide culturally and linguistically appropriate services for Hispanic victims of domestic violence/dating violence, sexual violence and stalking.
- To provide bilingual English/Spanish crisis intervention services.
- To develop an individual safety plan with the client's participation.
- To provide referrals as needed by victims of dv/sv and stalking.
- To provide emergency transportation, when safe to do so, and resources are available.
- To assist victims with legal and law enforcement measures designed to ensure victims protection, such as police reports, VPO, VINE, or court.
- To assist victims with hospital, legal and law enforcement measures required by their case, including court advocacy.
- To provide follow up case management services that include developing a service plan in collaboration with the client that focuses on individual safety and other needs.
- To conduct Latinas Unidas, a culturally and linguistically appropriate educational and support group, for victims and survivorsof dv/sv and stalking that focuses on personal safety, the dynamics of violence in the Hispanic community and learning about healthy living and healthy relationships.
- To be responsible for programmatic activities outlined in the contract.
- To participate in the local community's Sexual Assault Response Team (SART)
- To perform domestic violence and sexual assault community outreach presentations throughout the year.
- To respond the domestic violence hotline on the dates assigned.

Minimum Training and Experience:

The bilingual Victims Advocate must demonstrate good interpersonal skills and the ability to effectively communicate verbally and in written with English/ Spanish speaking consumers, and will have previous experience working in a community setting, as well as organizational and leadership skills, with a commitment to teamwork.

POSITION REQUIREMENTS:

Bachelor's degree in psychology or related field. Flexible and knowledgeable of the community. Possesses high degree of creativity, ingenuity, and self-motivation. Problem solving skills, strong organizational skills and the ability to effectively manage multiple task/projects.

Must possess and provide verification of valid Oklahoma driver's license during employment with LCDA. Must maintain and provide verification of current automobile liability insurance including uninsured motorist coverage. Must have TB test. Must be able to bend, stoop, climb stairs, move within the facility freely, sit for extended periods and lift 30 pounds.

TO apply, please submit your resume to dirtx@latinoagencyokc.org