

## **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- 30,000**  
**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.

Email you resume to [lcdahire@latinoagencyokc.org](mailto:lcdahire@latinoagencyokc.org) or send resume to LCDA  
Attn: Proyecto Cambio, 420 SW 10<sup>th</sup> Street OKC OK, 73109

## Position Description

**TITLE:** Therapist – Proyecto Cambio – Child Trauma

**PROGRAM:** IPV/SV Child Trauma

**Functions:** Under the supervision of the Director of Programs and the IPV/SV Supervisor, the Child Trauma Therapist is responsible for providing individual counseling, group counseling, family intervention, and crisis intervention. Furthermore, therapist ensures that all

documentation is in compliance with the Commission on Accreditation of Rehabilitative Facilities (CARF).

Specific Duties:

1. Conducts intake/assessments for individuals referred to the program
2. Provides individual counseling to children referred to the program (ages 4-10) utilizing trauma-focused cognitive behavioral therapy.
3. Conducts children's therapeutic groups for children who have been exposed to domestic violence utilizing semi-structured curricula meshed with psycho-educational activities carried out in Niños in Action.
4. Facilitates family counseling meetings to intervene on child trauma related issues utilizing predominantly child-parent psycho-therapy.
5. Maintains documentation up-to-date including progress notes, bio-psychosocial assessments, treatment plans and updates, etc.
6. On a bi-monthly basis, participates in the staffing of current case-load cases with supervisor.
7. Coordinates with assigned Case Manager the need for referrals of children served.
8. Conducts presentations in the community and at LCDA on child trauma related issues. Responsible for community outreach and education.
9. Maintains proper documentation and records on file and ensures confidentiality of all personally identifiable information
10. Report any issues of concern to IPV/SV Supervisor and/or Director of Programs.
11. Participate in the coordination and implementation of LCDA at-large community activities.
12. Participates in collaborative activities with other organizations and programs.
13. Maintains contact with school officials and initiates activities that promote a violence-free environment.
14. Submits information on new clients and updates to data entry on a monthly basis.  
Conducts updates with clients as well as follow-ups after discharge.
15. Performs other duties as assigned by supervisor.

Qualifications:

- Master's or Bachelor's degree in behavioral science or related area
- Experience working with child trauma related issues
- Clinical experience working with mental health issues and documentation helpful
- Familiarity with local resources
- Bilingual/bicultural
- Willing to attend trainings related to child trauma