

**Safe Haven of Greater Waterbury, Inc.
Personnel Committee**



Job Description:

Name: _____

Title: Bilingual/Bicultural Advocate

Supervisor: SACS Program Director

Job Analysis:

To provide direct services to victims seeking protection, safety and support services, the Bilingual Victim Advocate will primarily provide services to Spanish speaking victims of sexual assault. The Advocate will provide case management, advocacy and counseling to victims. The position will be carried out while empowering victims with respect to their safety and self-determination.

Advocate Duties:

1. Provide crisis intervention, counseling and support services to survivors of sexual assault and their family.
2. Keep informed on all services, referral services, legislation and policies regarding sexual assault and provide effective referrals.
3. Facilitate Spanish and English groups for survivors of sexual assault.
4. Cover the statewide Hispanic hot line as required by the Alliance.
5. Provide outreach, education and networking to Hispanic groups, agencies, churches etc.
6. Develop and research available resources in Spanish.
7. Translate pertinent materials into Spanish for clients or agency.
8. Work with clients on immigration issues including advocacy with Connecticut Legal Services.
9. Ensure coordination of services with state and local systems.
10. Prepare timely and accurately statistical reports and data input.
11. Provide legal and medical advocacy to victims/survivors of sexual assault and their families.
12. Represent Safe Haven at local, state and national meetings.

General Duties:

1. Provide excellent and thorough customer service to all victims.
2. Assist clients in identifying and fulfilling needs.
3. Attend staff and volunteer meetings.
4. Prepare timely and accurate reports
5. Keep accurate records
6. Make appropriate intake decisions and informed referrals.
7. Available to be on-call as needed.
8. Other duties as requested by Director.

Job Description: Bilingual/Bicultural Advocate

Special Requirements:

1. Fluent in speaking and writing Spanish and English.
2. Certification as a sexual assault counselor (under CGS 52-146k) as amended, regarding Confidential Communications.
3. Knowledge and experience with issues of sexual assault.
4. Crisis intervention and counseling skills.
5. Organizational skills.
6. Ability to maintain confidentiality at all times.
7. Driver's license and use of personal car for business purposes as needed.
8. Knowledge of ethics and protocol with regards to schools, social service agencies etc.
9. Strong oral and written communication skills.

Qualifications:

1. Strong Commitment to Safe Haven Mission, Values and Principles.
2. Strong Commitment to providing client defined and trauma informed services.
3. Fluent in speaking and writing Spanish and English.
4. Certification as a domestic violence and sexual assault counselor (under CGS 52-146k). (Training provided once hired.)
5. Comprehensive working knowledge and experience with the dynamics of domestic violence and sexual assault.
6. Comprehensive working knowledge of Safety Planning/Victim Defined Advocacy.
7. Comprehensive knowledge of the dynamics of families where abuse and/or neglect is occurring.
8. Strong crisis intervention and counseling skills.
9. Ability to communicate clearly and effectively, both orally and in writing.
10. Ability to work and relate to a teamwork setting.
11. Ability to gather information from and assist a diversity of victims.
12. Driver's license and use of personal car for business purposes when needed.
13. Bachelor's Degree or Associates Degree in social work, human services, public health, criminal justice or related field, required or in progress and/or equivalent work or experience preferred.
14. Ability to pass a criminal background and child abuse background check.

Signature

Date