



**JOB TITLE:** Bilingual Spanish-Speaking Advocate

**REPORTS TO:** Client Services Director

**HOURS:** Full or Part-time

**PAY:** \$16-18

**BENEFITS:** IRA 3% Match, Paid PTO

**JOB SUMMARY:**

- Provide individualized support and advocacy to Spanish-speaking survivors.
- Support survivors with problem-solving and goal setting; assist them in creating safety plans; provide education on choices and rights; and connect them to community resources.
- Provide on-call support for spanish-speaking survivors as part of the Spanish Advocate Team
- Monitor Spanish-speaking voicemail to ensure timely response to messages left after hours.
- Respond to advocacy needs at the emergency dept for sexual assault and DV victims.
- Provide weekly spanish-speaking educational support groups.
- Provide translation when necessary, ensuring agency materials, forms, and client documents are in Spanish for native Spanish-speakers with limited English proficiency.
- Provide transportation for spanish-speaking as needed.
- Provide youth advocacy as needed
- Cultivate professional relationships with program participants and colleagues to create an atmosphere of empathy, safety, support and collaboration -- that supports survivor success.
- Maintain up to date information about culturally relevant community resources.
- Participate in weekly/monthly staffings with a bilingual advocacy team.
- Document services provided accurately, in a timely and organized manner.
- Follow policy & procedures (including compliance w/DHS contract requirements).
- Must be able to maintain professional and ethical standards in all interactions.
- Must be willing to do other advocacy duties as assigned to ensure client needs are priority.

**REQUIREMENTS**

- Bachelor's degree in social science field preferred, or equivalency of minimum 2 years human services-related experience
- Demonstrated knowledge of the dynamics of domestic violence and sexual assault, and minimum 1 year experience providing victim advocacy
- Clear criminal background check
- Demonstrated cultural competency and ability to effectively work with those from diverse backgrounds and experience
- Knowledge of community resources and how to access them
- Ability to maintain professional demeanor in challenging circumstances
- Ability to complete tasks with minimal supervision
- Sensitivity to the needs of participants and ability to maintain confidentiality
- Ability to work independently and as part of team to deliver services
- Proficiency in Microsoft Word, Excel; experience with Database Entry
- Patience and willingness to be open to new ideas and ways of doing things
- Dependable auto transportation, valid Utah State Driver's License and proof of insurance; clean driving record

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