

TITLE OF POSITION: **Part-time Bi-Lingual Advocate
(12-15 hours per week)**

GENERAL RESPONSIBILITIES: To provide immediate and ongoing advocacy to domestic violence, sexual assault and abuse, stalking and human trafficking victims/survivors.

- 1. Direct Service Provision**
 - a. Provide clients with safety plan and information about the community systems.
 - b. Assist victims in filling out protection orders.
 - c. Assess the need for additional services and make appropriate referrals including shelter, legal assistance, financial assistance and counseling.
 - d. Contact Spanish speaking victims by appropriate method from Incident Reports from LPD and LSO.
 - e. Respond to hospital ER requests for advocacy for both DV and SA victims.
 - f. Share responsibility with other staff for In-House Advocacy and Staff-On-Call coverage.

- 2. Cultural Specific Activities**
 - a. Participate in activities with El Centro de las Americas, Center for Legal Immigration and other cultural specific groups.
 - b. Co-facilitate Battered Women's support group at El Centro de las Americas

- 3. Stats/Administrative Documentation**
 - a. Complete appropriate paperwork for each client.
 - b. Assist in agency data collection and compilation of monthly statistics.

- 4. Agency Citizenship**
 - a. Attend staff and case meetings
 - b. Perform other duties as assigned.
 - c. Acknowledge and abide by the rules, policies and procedures of VOH.

ACCOUNTABILITY: This position reports to the Community Education Coordinator and the Executive Director of VOH.