

Voices of Hope

Job Title: Bi-Lingual Advocate

Reports to: Volunteer Coordinator

Positions Supervised: Volunteers as assigned

Status: Full-time, hourly, non-exempt

1. Direct Service Provision

- Provide crisis intervention and advocacy to Spanish-speaking clients.
- Share responsibility with other staff for crisis line, in-house advocacy, weekly staff-on-call, and weekend staff-on-call coverage.
- Contact Spanish-speaking victims by appropriate method from Incident Reports from LPD and LSO.
- Co-facilitate Spanish-speaking support group.

2. Communication and Outreach

- Provide consultation for staff on specific needs for Spanish-speaking clients.
- Assist with training and education on domestic violence to community agencies also serving Spanish-speaking clients.
- Participate in outreach activities with El Centro de las Americas, Center for Legal Immigration and other cultural specific groups.

3. Volunteers

- Assist in providing volunteer training sessions as it relates to Spanish-speaking clients.

5. Statistics/Documentation

- Collect and maintain data on Spanish-speaking services.
- Assist in agency data collection.
- Maintain client records on own individual clients.
- Provide translation of internal documents.

6. Agency Citizenship

- Attend staff, case review, and staff development meetings.
- Perform other duties as assigned
- Acknowledge and abide by the rules, policies, and procedures of VOH.

QUALIFICATION: The ideal candidate will have a bachelor's degree in social work, counseling, criminal justice or a related field or equivalent experience. The candidate must also have experience working with survivors of relationship violence and be fluent in reading, writing and speaking Spanish.

TO APPLY: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: Bi-Lingual Advocate Selection Committee. Position will be opened until filled.