



Job Announcement: Bilingual Spanish Advocate for Survivors of Domestic Violence & Outreach Educator

The **Walnut Avenue Family & Women's Center (Walnut Avenue)** in Santa Cruz, CA is looking to fill the position of a bilingual advocate for Survivors of Domestic Violence & Outreach Educator. Interested parties should email a cover letter, resume, and 3 professional references to the Director of Advocacy & Prevention, Lynn Boulé at lboule@wafwc.org.

Position Title: Advocate for Survivors of Domestic Violence & Children and Youth

Position Type: Non-Exempt

Pay Rate: \$13 – \$15/hour DOE

Reports To: Director of Advocacy & Prevention

Objectives Of This Position:

- To provide crisis intervention support and legal advocacy to survivors of domestic violence, and their children through, the implementation of the 14 standards outlined by the California Emergency Services (CalOES) grant.
- To implement and fulfill appropriate requirements of all funding sources.
- To improve the economic, physical, and emotional well-being of women, children and families in Santa Cruz County utilizing a strength-based approach of education, skill building, and support.
- To facilitate community education workshops to both adult and youth audiences about domestic violence and healthy relationships.
- Provide outreach and education within Santa Cruz County thereby improving our community response to family violence.

Job Description:

Under the supervision of the director of Advocacy and Prevention, the Advocate for Survivors of Domestic Violence & Outreach Educator aids in the implementation of Domestic Violence Services programming including but not limited to: 24-hour hotline, individual peer counseling, support groups, legal advocacy, court accompaniment, emergency interim hoteling & transportation, community education, youth violence prevention workshops, and counseling for children of survivors/child survivors.

This position is specific in that in addition to providing advocacy to survivors of domestic violence, children, and youth in person and over the 24-hour hotline, this position is responsible for outreach, community education, and workshops. This position is responsible for reaching out to schools, community partners, hospitals, and other agencies to schedule, create, and facilitate community presentations and workshops. This position oversees the community education and workshop

volunteers. This position is also responsible for the oversight, reporting and completion of Walnut Avenue's Kaiser Grant, a grant funding Walnut Avenue to develop and facilitate Domestic Violence trainings specifically for medical care providers. Walnut Avenue is looking for an extremely motivated and passionate person dedicated to serving survivors of Domestic Violence and the youth in the community, creating outreach and educational materials regarding domestic violence, and who is very comfortable with speaking in front of large groups of children, youth, young adults, adults, and professionals.

As a team member, the Advocate endorses agency values, adheres to policies and procedures, as well as upholds the agency mission.

Grant Specific Responsibilities:

- ❖ Provide direct services and support to survivors of domestic violence, both adults and children, in person and over the 24 hour crisis hotline.
- ❖ Create and facilitate presentations and workshops regarding Walnut Avenue, domestic violence, healthy relationships, violence prevention, and Awareness campaigns to large groups of youth and adults.
- ❖ Modifying workshop and presentation information to meet the needs of specific audiences.
- ❖ Develop and maintain relationships with community partners.
- ❖ Oversee program accountability, data collection, evaluation, and reporting for the Kaiser Grant.
- ❖ Provide support for 24- hour crisis hotline, including nights and weekends when needed.
- ❖ Special projects and other duties as assigned.

Position Specific Knowledge, Skills, and Abilities:

- Bilingual Spanish/English
- Skilled in public speaking and presenting.
- Skill in developing and facilitating volunteer trainings, community education presentations, youth violence prevention workshops, and agency specific presentations to hospitals, police departments, and other community partners.
- Provide outreach and education to community organizations regarding domestic violence and agency services.
- Collect, organize, maintain, and report accurate program data to meet with Kaiser Grant requirements.
- Utilize data and program evaluations to improve and modify presentations and workshops.
- Effectively utilize a strength-based, trauma informed approach to provide crisis intervention support, peer counseling, information, and referrals to promote the physical, emotional, and behavioral safety of participants to address both their immediate and on-going needs and goals
- Capacity to assess, prioritize, and manage multiple tasks simultaneously in a fast paced and ever changing environment with minimal supervision.

- Ability to efficiently evaluate and problem solve complex issues.
- A strong commitment to working with participants with multiple co-factors including: domestic violence, substance abuse, poverty, social oppression, homelessness, and additional factors such as the internalized effects of racism, sexism, homophobia and other marginalizing issues.
- Ability to maintain a helpful, proactive, non-judgmental, and friendly attitude that strengthens the participant/advocate relationship.
- Understanding of criminal and civil legal processes and procedures in order to accompany participants to restraining order, custody, and child support hearings.
- Answer hotline calls by providing crisis-intervention counseling, information, and referrals.
- Create and maintain participant files.
- Provide Child Advocacy during appointments and groups.
- Coordinate program components based on department standards.
- Attend staff and department meetings as needed.
- Maintain a high level of self-awareness and healthy boundaries with participants.
- Maintain flexibility regarding job roles and duties.
- Fluent and articulate writing abilities.
- Ability to manage volunteers including: training, scheduling, setting clear expectations, having healthy boundaries, and addressing performance issues.
- Ability to professionally represent the agency through appropriate demeanor and attire.
- Capable of working collaboratively and independently.
- Administrative skills including basic Microsoft Office skills.
- General knowledge about Domestic Violence, Integrative Youth Development, Child Development, and Community Resources.
- Must have a current class C driver's license and be comfortable with driving agency vehicles regularly and providing transportation for program participants. Presentation of current driver's license and proof of insurance is required upon hire and throughout employment.

Preferred Skills & Abilities:

- Bilingual in English and Spanish
- 40-hour state certified Advocate for Survivors of Domestic Violence.
- Experience working with Survivors of Domestic Violence.
- Maintain and practice a comprehensive self-care routine.
- Experience translating program and agency materials into Spanish (bilingual staff).