



**Job Title:** Self Sufficiency Advocate (Bilingual Spanish)  
**FTE:** Full Time

*Next Door Solutions to Domestic Violence (Next Door Solutions) is a nonprofit organization located in San Jose. Since 1974, Next Door Solutions has been providing critical intervention and prevention services to domestic violence survivors and their children. Next Door Solutions' advocacy services include survivor-defined intervention from crisis to self-sufficiency. Next Door Solutions is a community leader, known for its advocacy orientation to achieve its mission of ending domestic violence in the moment and for all time. As one of the leading local agencies in the domestic violence field, Next Door Solutions takes pride in its grassroots legacy, commitment to systems change, and its "roll up your sleeves" culture. Next Door Solutions is an equal opportunity employer committed to developing the leadership skills of people from diverse backgrounds.*

**Summary of Job Duties:**

The Self-Sufficiency Advocate is responsible for providing comprehensive services to survivors of domestic violence, helping to create a path from crisis to self-sufficiency. The Advocate assists clients in achieving personal, financial, employment and housing goals. The Advocate will provide extensive safety planning, risk assessment counseling, intervention planning, referrals, and support.

**Responsibilities:**

- Conduct individual sessions with clients to identify needs, set goals, make referrals and track client progress
- Provide long term case management including: safety planning, risk assessment, intervention planning
- Identify pre-housing obstacles and work with client to overcome these obstacles; support clients in finding and securing safe and affordable housing and continue to work with client after housing is obtained with intensive case management
- Coordinate referrals and connections with other service agencies as needed.
- Maintain client files and records
- Maintain current referral/resource information and network in community to keep referrals active and up to date
- Submit monthly statistical reports
- Attend monthly department meetings and Next Door Solutions All Staff meetings.

- Meet with management for supervision monthly and as needed
- Maintain up-to-date training on domestic violence and other related topics

**Requirements:**

- BA, BSW or AA degree plus 3 years of experience in the provision of domestic violence services
- Knowledge of trauma informed services
- Excellent written and oral communication skills
- Ability to work individually one-on-one with clients and as part of a team
- Excellent interpersonal skills
- Ability to work under pressure and multitask
- Ability to meet assigned deadlines
- Must be available for occasional evening assignments
- Bilingual (Spanish/English) required.

**Preferred:**

- Knowledge of domestic violence with 40 hour Domestic Violence Training certificate preferred

**To Apply:**

Submit resume with a cover letter indicating the position you are applying for to:  
[jobs@nextdoor.org](mailto:jobs@nextdoor.org).