

JOB OPENING (JOB CODE: LR007)

[JOB TITLE:] Bilingual Domestic Violence (DV) Advocate [SALARY RANGE:] \$33,327 - \$41,653/annual

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Milwaukee, WI

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 2

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direct supervision of the Victim Services Coordinator, the Bilingual Domestic Violence (DV) Advocate will provide direct advocacy services to victims and individuals impacted by domestic violence. The Bilingual DV Advocate will perform assessments to determine service needs and collaborate/coordinate services with other key agencies to ensure safety, support, resources and independence for the participants.

[JOB DUTIES:]

- 1) Provide crisis intervention, conduct safety planning and assist DV victims secure resources to increase safety.
- 2) Assist victims by arranging referrals for social, economic, vocational, psychological, legal and medical services and resources that meet their unique needs.
- 3) Accompany and/or transport victims to court, shelter, and/or other community services, as needed.
- 4) Assist victims with reporting incidents of violence to local law enforcement, district attorney's office and/or other agencies such as probation and parole.
- 5) Conduct follow-up contact on an individual basis with assigned crime victims, various community services and the district attorney's office.
- 6) Participate in the civil and criminal trial aspects of the crime victim and provide education, support and intervention during trial exposure times.
- 7) Develop and maintain a case management process that ensures all program requirements are documented and maintained in the required manner.
- 8) Determine if additional counseling is necessary and make referrals to appropriate community agencies.
- 9) Coordinate linkages to external and internal resources to address barriers and move families to safety and self-sufficiency.
- 10) Collaborate with Refugee Resettlement Agencies, including attending monthly refugee resettlement partner meetings, as appropriate.
- 11) Collaborate with community health providers, social service agencies, religious community and other providers that serve victim, including participating in committees and task forces, as assigned.
- 12) Continuously monitor participant progress throughout the duration of services.
- 13) Develop and maintain working relationships with inter-agency staff and other community agencies to enhance services to DV victims.
- 14) Attend meeting conferences and workshops and perform special projects and other related duties, as assigned.

[QUALIFICATIONS:]

- 1) Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary education, in a relevant field. Note: Additional years of work experience in a relevant field can be substituted for one year of education.
- 2) Knowledge of supportive counseling methods, techniques and trauma-informed care principles.
- 3) At least one year of professional experience in advocacy, case management, providing direct crisis intervention and/or support and experience in group facilitation and outreach.
- 4) Bilingual in Spanish/English; verbal and written (REQUIRED).
- 5) Knowledge of the fundamentals of working with victims of DV, sexual assault and/or human trafficking.
- 6) Ability in monitoring participant progress and issuing necessary reports; developing community support and linkages.

- 7) Demonstrated knowledge and ability to work independently and as a team member.
- 8) Proficient computer skills and experience using current versions of Microsoft Office Suite such as Office 365 (Word, Excel, Outlook, etc.).
- 9) Must have ability and willingness to travel and work irregular hours (non-standard and evenings).
- 10) Must have own transportation, possess a valid driver's license and have adequate insurance.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[WORK ENVIRONMENT:]

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 10 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled and uncontrolled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools and Equipment Used: a) phones, computer system; b) fax machine, scanner, copy machine, computer, Web based software; c) first aid equipment, fire extinguisher. Usage varies by position.

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