



Building Better Futures

BILINGUAL INTAKE SPECIALIST – Milwaukee, WI

JOB CODE: LR007

Schedule: Full Time

Work Status: Regular-Hourly

Salary: \$17.00 - \$21.22, based on experience

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Are you searching for a meaningful and fulfilling career centered around helping others? We have an excellent opportunity available!

As a Bilingual Intake Specialist, you will provide crisis intervention response to individuals impacted by domestic violence and/or sexual assault. Crisis intervention response includes providing medical accompaniment for victims referred by hospitals and/or healthcare clinics and provides legal accompaniment for clients who report incidents of violence to law enforcement and during law enforcement interviews. The Bilingual Intake Specialist Advocate will conduct assessments to determine immediate needs such as safety planning, file restraining orders, safety planning, emergency shelter/lodging, food, and refer to community resources. The Bilingual Intake Specialist will respond to incoming crisis calls and will work closely with the Latina Resource Center Community Outreach Worker to assist with training and managing the crisis line volunteers schedules. This position will mobilize to meet clients in hospital emergency rooms, social service agencies, schools, healthcare clinics and other sites where clients require crisis response.

Primary Responsibilities:

- Provide face to face, phone and/or virtual crisis intervention to individuals impacted by domestic violence and sexual assault.
2. Provide onsite crisis response, conduct safety planning, and assist victims to secure resources to increase safety.
3. Conduct client intake and provide emotional support.
4. Secure emergency shelter and/or emergency lodging for victims.
5. Provide legal advocacy and accompaniment with filing incidents of domestic violence and/or sexual assault to law enforcement.
6. Provide medical accompaniment as needed to victims of domestic violence and/or sexual assault.
7. Prepare and submit Emergency Restraining Order referral and supporting documentation to LRC Lead Victim Advocate.
8. Attend Milwaukee Police Department Crime Analysis monthly meetings.
9. Assist with coordinating volunteer trainings, volunteer schedules and crisis response reporting documentation.
10. Will participate in weekly Latina Resource Center team client case reviews, and monthly advocate meetings.
11. Adhere to all applicable federal and state laws, including but not limited to those.

Qualifications:

1. Bilingual in Spanish and English (**Required Oral and Written**)
2. 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
3. One year experience serving vulnerable and/or at risk underserved populations
4. Demonstrated experience providing client care and leveraging resources that will assist client achieve safety and self-sufficiency.
5. Able to demonstrate case management techniques; effectively utilizing a complex service delivery system
6. Ability and willingness to travel and work non-standard and evening hours
7. Able to maintain and utilize client's confidential information to assist individuals in the referral and placement process.
8. Must have a car and adequate car insurance and able to travel and work irregular hours.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.