



A tax exempt 501c3 nonprofit organization providing confidential safety needs and direct advocacy services to individuals whose lives have been affected by relationship violence, child abuse and/or sexual assault.

## **Job Description**

<b>Title:</b>	Bilingual Advocate
<b>Reports to:</b>	Advocacy Director
<b>Hours:</b>	20 hours/week, plus 24/7 on-call crisis line rotations as needed
<b>Salary:</b>	Starting at \$20/hr
<b>Status:</b>	Non-Exempt

### **Position Description:**

The Bilingual Advocate is responsible for providing support services to those affected by domestic violence, sexual assault, and/or human trafficking.

### **Responsibilities:**

- Promote a trauma-informed survivor-centered environment for clients receiving services
- Provide advocacy services to Latinx population, non-English speaking clients, and English-speaking clients as needed
- Assist with bilingual volunteers
- Ensure accurate tracking of client information
- Ensure client files and database remain up to date
- Help organize targeted outreach efforts for the Latinx community
- Maintain relationships with other social service providers in person, by phone, and by email as well as by attending community meetings & events especially as they relate to the Latinx and non-English speaking populations
- Participate in one-on-one, staff and other meetings as needed to accomplish program goals
- Assist with and attend organizational events
- Translate forms and interpret for clients as available to accomplish program goals
- Other duties as assigned

### **Job Requirements**

- Must be fluent in English and Spanish (written and verbal)
- Must be flexible and demonstrate the ability to work in a fast-paced environment
- Must have strong written and verbal communication skills
- Must be proficient in Microsoft Suite and/or Google Suite
- Must have access/own reliable transportation
- Must have valid Colorado driver's license and up to date auto insurance
- Must maintain client confidentiality at all times
- Must pass a criminal background check
- Must have the ability and willingness to perform direct client services and related activities
- Must abide by the rules and regulations in Project Hope policy and in the employee manual of

## Project Hope of Gunnison Valley

### Education and Experience

- Required:
  - 50-hour in-house advocacy training provided by Project Hope
  - 25 hours of continuing education each year during employment with organization
  - ACP (Address Confidentiality Program) certification training provided upon employment
- Preferred:
  - Bachelor's Degree or equivalent training/experience in domestic violence/sexual assault field preferred.
  - Prior experience or education in social services, non-profit field, and/or working with Spanish-speaking populations
  - Any combination of education and experience that demonstrates the capability to perform the duties of this position

### Job Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### Conditions of Employment

- Position is grant funded and may be subject to changes to or elimination of funding
- Must be legally allowed to work in the United States
- Any products (documents, presentations, visuals, etc) created on Project Hope time, for Project Hope during employment are owned by Project Hope
- Project Hope is an equal opportunity employer, and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, gender orientation, sex, sexual orientation, ancestry, mental or physical disability, genetic information, or veteran/military status.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_