



Position Title: **Bilingual/Adult Advocate**

Classifications: Full-time

Report to: Executive Director

Position Summary: the Bilingual Victim Services Advocate is responsible for providing outreach and advocacy, information and referral services for sexual assault victims, their families and other secondary victims

Responsibilities:

- Proficient in Spanish / English Language.
- Crisis counsel Latina/o sexual assault victims regarding immediate needs and the effects of sexual assault.
- Counsel secondary Latina/o sexual assault victims, as appropriate.
- Provide hospital, police and court accompaniment and advocacy, as needed.
- Interact with volunteers, staff and other agencies.
- Attend all meetings required by The Connecticut Alliance to End Sexual Assaults, the Spanish Response Team (STR) and related agencies.
- Attend all staff meetings.
- Facilitate support groups specific to the Latina/o population.
- Prepare monthly statistical reports on all clients.
- Collaborate with allied professionals, as appropriate.
- Provide SRT Hotline coverage as required.
- Attend professional development seminars.
- Participate in Multi-interdisciplinary teams.
- Participate in community-wide events particularly those in the Latina/o community.

- Complete all tasks assigned by the Executive Director.
- All staff will be cross trained on basic staff positions so that they may fill in as needed when asked to do so by the Executive Director.
- Evening and weekend hours may be part of your schedule depending on scheduling groups, clients, presentations and center events.
- Must adhere to all policies and procedures outlined in the manual.

Required Skills:

- Native Spanish speaker
- Demonstrated experience working with victims of sexual assault
- BA in Social Work or related field, or equivalent experience
- Excellent written and oral communication skills
- Ability to accurately update and maintain records
- Possession of sexual assault counselor certification or willingness to obtain within six (6) months of employment
- Valid driver's license and vehicle required

Benefits:

- The center offers a competitive benefits package, along with flexible schedule.