

## **HARBOR HOUSE DOMESTIC ABUSE PROGRAM**

### **Position Description**

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**TITLE:** Latinx Outreach Advocate  
**REPORTS TO:** Sr. Manager, Support Services  
**LAST REVISED:** 2/3/23

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#### **POSITION SUMMARY:**

The Latinx Outreach Advocate is part of a team of advocates that empower individuals affected by domestic and/or sexual abuse by listening, validating their experience, and connecting them to resources needed to live safe and independent lives. The Latinx Outreach Advocate works with non-resident clients from any community or background. Additionally, this position is responsible for making connections across Outagamie and Calumet counties within the Latinx community, as well as educating on the availability of services provided at Harbor House. Must be fluent in Spanish.

Monday-Friday 8:30 a.m. - 4:30 p.m. with some hours on nights/weekends to support Outreach opportunities in the community.

#### **PRIMARY ACCOUNTABILITIES AND RESPONSIBILITIES:**

##### **Direct Services**

- Meet one to one with survivors of domestic and/or sexual violence as a means of providing education, offering support, networking options with other survivors, advocacy in systems, and referrals to other community agencies.
- Facilitate support and educational groups for survivors of domestic and/sexual abuse.
- Support walk-in appointments and helpline coverage when needed.
- Provide trauma based counseling.
- Provide information to survivors regarding court proceedings, filing of injunctions, and/or victim compensation.
- Accompanies survivors to court proceedings and may transport survivors if needed.
- Must be able to maintain client confidentiality.
- Provide educational sessions for clients on our Intervention Program, DV 101, and safety planning.
- Providing mobile advocacy, when needed, which is meeting clients in public locations, as not everyone is comfortable coming to Harbor House. Advocate must have valid driver's license, car insurance, and a reliable vehicle.
- Must support in a rotation on-call schedule (We are a 24/7 agency).

##### **Program Development**

- Develop and implement strategies for reaching out to Latinx survivors and their children, always considering their need for safety and their culturally specific background.
  - Collaborate with all other program staff to enhance consistent service delivery to survivors and their children.
  - Develop and implement ongoing educational components in support service programs.
  - Develop and update ongoing methods of offering survivors a voice in current/future program development.
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- Develop and maintain best practice approaches to service delivery.

### **Networking & Community Collaborations**

- Network and develop effective relationships with other community service providers, specifically those that serve the Latinx community, on behalf of survivors and their children.
- Develop and implement collaborative strategies with other community service providers in providing survivor choice in the types of services that would significantly support and enhance their ability to have a life free of violence.
- Participate in community meetings, trainings, and committees in order to network for resources and better communication.
- Regularly update community resource information for staff and survivors.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Compile agency records and statistics for the assigned service area.
- Provide education, information, supervision, and support to agency interns.
- Attend all agency staff meetings and required in-services.
- Work cooperatively with other staff.
- Participate in community education as requested.

### **COMPETENCIES:**

- Basic knowledge of how systems affect families experiencing domestic/sexual violence.
- Connection to the Latinx community in the Fox Cities.
- Comfortable speaking in front of groups.
- Ability to work well with all ages.
- Ability to handle crises appropriately and communicate effectively with others.
- Ability to be flexible in work settings and work as a team with other advocates.

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- Knowledge of domestic violence issues and how it affects the life decisions of victims.
- Excellent verbal, written, and listening skills.
- Excellent interpersonal skills.
- Knowledge of agencies or collaborations within the community preferred.
- Experience in trauma based counseling.
- Bachelor's Degree in human services or applicable experienced preferred.
- Must be fluent in Spanish.

Compensation: \$42,000 - \$45,000.

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply that these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

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