



## Center Advocate Job Description

*WTLC is an equal opportunity employer*

<b>Job Title</b>	Community Advocate
<b>Specialty</b>	<input checked="" type="checkbox"/> Shelter/Center <input type="checkbox"/> Housing <input type="checkbox"/> Community <input type="checkbox"/> Legal
<b>FLSA</b>	Full-Time; Non-Exempt, 16.00/hr.

### JOB PURPOSE

Under the direction of the direct supervisor, the Advocate position is responsible for the assessment, planning, facilitating, coordinating care, and advocating for services and resources to meet the needs of individuals and families affected by domestic violence and human trafficking. Utilizing a strength-based, survivor-driven, and trauma-informed care approach, the Advocate will support participants to obtain the resources they need to minimize the risk of future abuse.

### QUALIFICATIONS

- Bachelor's degree in Sociology, Human Services, Psychology, or related field
- Experience serving diverse communities
- Minimum of two (2) years of professional experience in the social services sector
- Bilingual in Spanish – the prevailing non-English language of participants
- 40-Hour Domestic Violence Training Certified
- Has not been a participant of WTLC services for at least three (3) years
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Successful completion of a pre-employment background check

### GENERAL DUTIES AND RESPONSIBILITIES

- Provide advocacy services and support survivors of domestic violence and human trafficking
- Engage in mobile advocacy, by meeting participants where it is most safe and convenient for them
- Provide crisis intervention to participants by assessing the situation and addressing the crisis needs appropriately
- Support callers to the organization's 24/7 Hotline, by providing crisis intervention, information and referrals, and education on healthy relationships
- Refer participants to community resources and advocate directly with other agencies as needed to support participants with services
- Complete and maintain participant records that document services provided; input data entry into database (Apricot) in a timely manner
- Transport participants to various locations as needed
- Work with a diverse population and provide culturally sensitive advocacy

- Participant in staff meetings, conferences, and other meetings as needed
- Facilitate various workshops, support groups, and trainings to participants at the Center and other off-site locations
- Other duties may be assigned

## SPECIALIZED DUTIES AND RESPONSIBILITIES

Please refer to the checked box

<p><input checked="" type="checkbox"/> <b>Shelter/Center</b></p> <ul style="list-style-type: none"> <li>• Work with participants to develop and maintain relevant and meaningful case plans</li> <li>• Conduct shelter assessment and intakes; provide orientation to the Shelter program</li> <li>• Monitor shelter security and participant's safety</li> <li>• Oversee and engage in shelter and center environment and activities, facilitate problem-solving for participant conflicts, encourage and model appropriate interactions; mediate conversations that lead to conflict resolution</li> <li>• Supervise visits and safe exchanges of non-custodial parent with their children</li> </ul>	<p><input type="checkbox"/> <b>Housing</b></p> <ul style="list-style-type: none"> <li>• Monitor and support participant's progression through their housing search plan</li> <li>• Create and maintain lists of available housing options</li> <li>• Assist participants with housing applications, complete subsidized housing paperwork, and survey rental market for affordable housing</li> <li>• Act as a liaison between various housing authorities and landlords</li> <li>• Gain knowledge of the rules and regulations of various housing programs</li> <li>• Recruit and train potential landlords for shared-living tenancies</li> </ul>
<p><input checked="" type="checkbox"/> <b>Community</b></p> <ul style="list-style-type: none"> <li>• Develop and facilitate community prevention education trainings and presentations</li> <li>• Engage with people at resource fairs and community outreach events</li> <li>• Connect community residents with WTLC's services</li> <li>• Outreach to survivors through law enforcement advocacy calls</li> <li>• Network with schools, businesses, faith-based communities, and services providers to provide trainings and presentations</li> </ul>	<p><input type="checkbox"/> <b>Legal</b></p> <ul style="list-style-type: none"> <li>• Provide information and education on restraining orders, family, civil, and criminal courts, immigration laws, and other legal procedures</li> <li>• Support participants with all phases of restraining orders, including assessment, form preparation, filing assistance, hearing preparation, court accompaniment, and other activities</li> <li>• Assist participants with U and T-Visa applications, VAWA self-petitions, Adjustment of Status, and other immigration matters</li> </ul>

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Alternate work schedule (4/10) or regular (5/8) schedule, flexible to work evenings and weekends, as needed. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.

Please send resume and cover letter to [careers@wtlc.org](mailto:careers@wtlc.org)

No phone call please.