

**A WOMAN'S PLACE (AWP)
POSITION DESCRIPTION**

TITLE: Spanish Bi-Lingual First Response Advocate **DEPARTMENT–** First Response

EMPLOYMENT STATUS: Full-Time **WAGE & HOUR STATUS:** Non-Exempt

SALARY RANGE: Grade 4

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

PURPOSE OF POSITION: To provide immediate crisis and safety counseling to victims of domestic violence when contacted by local police departments and provide court accompaniment through the criminal justice system with a focus on the Spanish speaking population.

ORGANIZATIONAL RELATIONSHIPS: Reports to the First Response Manager. Work cooperatively with Legal Advocates, Counselors, Shelter Advocates and other AWP staff and volunteers.

OTHER RELATIONSHIPS: Police Dept., District Court, District Attorney's office, lawyers, judges, community members and agencies.

ESSENTIAL FUNCTIONS:

1. Provide immediate crisis and safety counseling to victims of DV when contacted by police departments with a focus on Spanish speaking individuals.
2. Provide court accompaniment to domestic violence victims at criminal proceedings
3. Outreach to Hispanic community agencies and individuals.

4. Follow-up calls with victims, referrals, information and services AWP performs
5. Systems advocacy to police departments, District Attorney's office, District Justices and other victim service agencies
6. Assist Spanish speaking domestic violence victims with immigration issues and identified legal resources.
7. First Response statistical information gathering and record keeping
8. Court accompaniment to contempt hearings
9. Develop and implement working guidelines with participating police departments
10. Liaison between police departments and legal systems with victims of domestic violence
11. Follow up with victims referred through police contact forms
12. Flexible schedule to enable participation and attendance at conference and trainings provided by PCADV, PCCD, Dept. of Justice and STOP relevant to criminal proceedings and system advocacy.
13. Assist victims of domestic violence in completing Victim Impact statements and Victim Compensation forms
14. On-going outreach to police departments
15. Adhere to the confidentiality policy and other policies of A Woman's Place
16. Contribute to the positive work environment the First Response Team and the organization
17. Provide transportation to clients as needed.

CRITERIA/REQUIREMENTS

1. Commitment to AWP's Values, Vision, and Mission statements; self-motivation; self-discipline; and excellence.
2. Adherence to the Personnel Policies of AWP.
3. Successful completion of Domestic Violence Direct Service Training Course and continuing education requirements as outlined in AWP's Personnel Policies.
4. Ability to understand and work with diverse populations.
5. Honesty and trustworthiness in all relationships.
6. Emotionally resilient and able to withstand pressure on an on-going basis.
7. Reliable transportation.
8. Written and spoken fluency in Spanish.

EDUCATION:

1. Bachelor's degree preferred in a related field and/or
2. Two years' work experience
3. Bi-lingual required

CHARACTERISTICS:

1. Honest and trustworthy
2. Self-motivated and able to work independently
3. Cooperative and open-minded
4. Value collaboration
5. Creative and willing to take initiative
6. Maintain high standards for all work
7. Reliable and personally responsible
8. Resourceful
9. Extremely organized
10. Treats all people with respect, values diverse populations and cultures.
11. Anticipates problems and seeks resolutions

12. Ability to prioritize tasks and requests and work in a confidential setting
13. Ability to work flexible hours and on call
14. Data Entry Skills
15. Proficiency in computer skills, especially using Outlook, Word, Excel, ETO and customized databases

LICENSES / CERTIFICATIONS:

1. 33/34 Clearance.
2. Valid Driver License.
3. Valid vehicle insurance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

1. Operation of office equipment.
2. Lifting up to 35 lbs.
3. Ability to travel frequently.
4. Willingness and ability to work varied hours, including nights and weekends and be on call based on needs of clients and First Response Team
5. Exposure to cleaning supplies, office chemicals, paint, and insecticides.

Signature

Date