

**A WOMAN'S PLACE (AWP)**  
**Position Description**

**Title:** Spanish Bilingual Victim Response Advocate

**Department:** Victim Response

**Employment Status:** Full-Time

**Wage Status:** Non-Exempt

**Purpose of the Position:** To provide immediate crisis and safety counseling and legal options counseling to survivors of domestic violence with a focus on Spanish speaking survivors. Provide court accompaniment through the Protection from Abuse and criminal justice systems. Conduct outreach to the Spanish speaking community on the dynamics of domestic violence and AWP's services, as well as provide training to professionals serving Spanish speaking communities.

**Organizational Relationships:** Reports to the Victim Response Program Manager. Work cooperatively with Victim Response Advocates, Counselors, Resident Counseling Advocates and other AWP staff and volunteers.

**Other Relationships:** Police Dept., District Court, District Attorney's office, lawyers, judges, legal aid, Prothonotary's Office, and community members and agencies.

**Essential Functions:**

1. Provide crisis and safety counseling as well as legal options counseling to survivors of domestic violence when contacted by police departments, Victim/Witness, or other victim support services, with a focus on Spanish speaking survivors.
2. Assist in empowering survivors to make informed decisions regarding their safety.
3. Inform service recipients of the available legal options and services provided by AWP.
4. Provide legal advocacy assistance in the preparation and filing of Protection from Abuse (PFA) forms, Contempt Petitions, and other documents through confidential personal discussions, and clarification of incidents of abuse.
5. Provide safety planning, advocacy, and in-person court accompaniment as needed in PFA related, contempt and criminal procedures, with a focus on Spanish speaking survivors.
6. Provide advocacy as needed with police departments, district attorney's office, district justices, legal aid attorneys and other victim service agencies.
7. Inform survivors of their rights and assist them with completing and submitting Victim Compensation forms and Victim Impact Statements.
8. Act as a liaison between police department and legal systems with survivors of domestic violence, with a focus on Spanish speaking survivors.
9. Assist Spanish speaking survivors with immigration issues and identified legal resources.
10. Compile daily records required for grant purposes and develop monthly statistics concerning all legal and outreach activities for the month.
11. Maintain a 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.
12. Collaborate with community agencies within Hispanic communities to provide education on domestic violence.
13. Provide education and training to professionals working with the Hispanic community.

**Education/Experience:**

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

**License/Clearances:**

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

**Physical Demands and Environmental Conditions:**

1. Operation of office equipment.
2. Ability to travel frequently.
3. Willingness and ability to work varied hours.
4. Exposure to cleaning supplies, office chemicals, paint, and insecticides.

**Vision Statement:**

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

**Mission Statement:**

AWP is committed to ending domestic and intimate partner violence by empowering survivors, fostering community awareness, and promoting systemic change.

**Values:**

To accomplish our vision of a society where all individuals are safe, and can thrive, 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 creating 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.

**Statement of Inclusion**

A Woman's Place recognizes that anyone can experience domestic violence regardless of race, ethnicity, socioeconomics, gender, sexual orientation, ability, age, language, or culture. Services, programs, and resources provided by A Woman's Place are available to people of any background and identity.

A Woman's Place recognizes that domestic violence occurs in a societal and systemic context. As a community-based social change organization, A Woman's Place is committed to:

- Fostering societal change as a primary means of ending domestic violence

- Providing trauma-informed, survivor-centered advocacy
- Rejecting attitudes, social norms, and policies that reinforce oppression, powerlessness, and victimization