



The Center for Family Justice

753 Fairfield Avenue
Bridgeport, CT 06604
(203) 334-6154
www.centerforfamilyjustice.org

Job Description

Title: Bilingual LatinX Adult Domestic Violence Advocate

Date: July 2019

Reports to: Coordinator of LatinX Community Services

Status: Full-Time, Non-Exempt

Summary

Provides intake, crisis intervention, advocacy, short- term counseling, case management and referrals for Spanish speaking victims of domestic and/or sexual violence. Also provides outreach and education to community partners and agencies that work with underserved populations.

Responsibilities

Program

- Provides intake, crisis intervention, advocacy, short- term counseling, case management and referrals for victims in crisis as a result of domestic violence and/or sexual assault.
- Co-facilitates support groups for clients that are victims of, or have been exposed to, domestic violence. Support groups can be for either adult or youth survivors.
- Provide clients with support from a trauma informed, strength based and client defined advocacy model of service.
- Explains the legal process, including victims' rights and victim compensation to clients. Attends court when necessary. Works closely with Court Advocate by providing information and assisting families in filing a restraining order through the civil/family court system.
- Works with staff to determine client admissibility into the safe house based on client need, agency policies and protocols and CCADV standards.
- Refers and connects clients to community resources.
- Meets expectations of funding sources in terms of contract requirements.
- Attend meetings and trainings with state coalitions.
- Maintains accurate case files and enters data into client database as soon as possible.
- Works collaboratively and cooperatively with staff, volunteers and community groups.
- Ability to provide individual and group counseling in both Spanish and English.

Agency

- Participates in all appropriate Center meetings and trainings.
- Provides culturally specific outreach to community partners that work with underserved populations.
- Special projects as assigned.

Qualifications

Required

- Bachelor's Degree in human services field and at least one year of experience working with victims of domestic violence or sexual assault.
- Bilingual English/Spanish- Fluency.
- Understanding of trauma informed services and practice.
- Strong commitment to The Center's mission.
- Satisfactory completion of The Center's certification training.
- Excellent verbal and written communication skills required.
- Must have good organizational skills.
- Ability to work with diverse populations.
- Daily access to a car with a valid CT driver's license.

Preferred

- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail.
- Experience with case management software.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position, but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.