



<b>Position Title:</b>	African American Culturally Responsive Advocate
<b>Start Date:</b>	Currently Open
<b>Supervises:</b>	Program Volunteers
<b>Closing Date:</b>	<i>Applications accepted until this position is filled. Interviews conducted on a rolling basis.</i>

**Summary:** Under the direct supervision of the Assistant Director, the Culturally Responsive Advocate is responsible for **supporting and advocating for the adult African-American survivors** utilizing the services and programs of New Horizons. The Culturally Responsive Advocate is responsible for exercising discretion and judgment regarding each individual client's needs to assist the client in obtaining a life free of abuse and its affects.

**Qualifications:** A combination of relevant education, employment and/or life experience **OR** a BA/BS in a human services related field is preferred. Experience with crisis intervention and knowledge of community resources is preferred. An understanding of, or an interest in the individual and social dynamics relating to adult African American victims of domestic violence, sexual assault, stalking and harassment are required. Proficiency with Microsoft Outlook, Microsoft Word, a competency for using the internet to research and find reliable resources or information, keyboarding skills and the ability to learn new computer programs (including but not limited to data entry) with training is a must. The ability to be adaptable and utilize time management skills is needed. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed.

**Hours:** \$15/hour, this position is full time hourly (40 hours per week). This position is non-exempt (paid hourly). The ability to work flexible hours is necessary and duties may require working days, evenings and some weekends to accommodate client and/or organizational needs and must have prior approval and/or be assigned by a supervisor. Travel is required.

### **Principal Duties and Responsibilities:**

- 1) provides a varying number of shelter and community clients with crisis intervention; supportive and active listening; supportive counseling; educational counseling related to domestic violence and sexual assault; safety planning; resources and referrals to social service agencies; Crime Victim Compensation information; assessment of individual needs; appropriate conflict resolutions skills that are culturally sensitive and non-judgmental by exercising discretion and judgment to assure the individual needs of the client are met
- 2) assures appropriate and timely record keeping including but not limited to entering daily data (includes computer and paper forms and regular monthly reports on client successes as well as professional activities)

- 3) facilitates adult support groups (may be assigned by supervisor)
- 4) participates in public education work within our service area specifically for the African American Culture (may be assigned by supervisor)
- 5) participates in community collaboration by actively contributing to committees advocating against domestic violence and sexual assault which relate directly to the Culturally Responsive position (may be assigned by supervisor)
- 6) communicates concerns of the organization and client needs with co-workers and management daily to assure efficient operation of the organization. Includes but is not limited to 5 personal care items for the client, program needs, office supplies and maintenance needs
- 7) attends and participates in meetings within the organization as assigned by supervisor. Includes but is not limited to Full Staff meetings, Direct Service meetings, Outreach meetings and structured "mini-staff" meetings for problem solving shelter, client or organizational concerns with co-workers
- 8) mediates concerns or disagreements between residents and/or residents regarding shelter rights and responsibilities
- 9) attends and participates on committees within the organization i.e. Awareness Committees, Safety Committee, etc. (may be assigned by supervisor)
- 10) attends and participates in planning and is present at functions that promote the organization and access of our services, a minimum of two times per year (may be assigned by your supervisor)