

## **Senior Advocate – Sexual Assault (SA) Program Intervention Program Team**

Center for the Pacific-Asian Family, Inc. (CPAF) was founded in 1978 with a mission to build healthy and safe communities by addressing the root causes and consequences of family violence and violence against women. CPAF is committed to meeting the specific cultural and language needs of Asian-Pacific women and their families. CPAF's services include a 24-hour crisis hotline, residential services through its Emergency and Transitional Programs, non-residential services, outreach, education and advocacy on the issues of family violence and violence against women through the Community Center.

**Job Summary:** The Senior Advocate develops and implements a comprehensive response for and with survivors of sexual assault (SA) and domestic violence. The Senior Advocate will work closely with survivors to create safety plans, provide case management, advocacy, emotional support, individual and group counseling. The Senior Advocate will enhance the organizational and community's ability to contextualize and provide appropriate services for sexual assault survivors.

### **Duties and Responsibilities:**

- *Program Development/Coordination:* Oversee SA program; develop healing groups for SA survivors in English and API languages; collaborate with community organizations to pilot culturally contextualized services to API SA survivors; develop and maintain relationships with SART centers; oversees upkeep of client files and SART forms; holds regular meetings w/volunteers, staff and community members to offer support for service providers; works with Intervention Program Manager to prepare accurate progress reports related to programmatic goals for SA intervention work.
- *Program Evaluation:* Regularly evaluate CPAF's SA program and make improvements to ensure it provides effective emergency response services to survivors in crisis; create system to solicit and collect participant feedback regarding the effectiveness of CPAF's activities; collaborate with community partners to assess impact of services for SA survivors and revise/ redesign as needed.
- *Direct Services:* Respond to crisis call on agency hotline; coordinate orientation, intake and assessment of survivors entering CPAF programs; develop, update and implement goal-oriented action plans with women & children including providing advocacy and accompaniment; provide emotional support/counseling services; work closely with Emergency Shelter team to coordinate programs and supportive services. Maintain up-to-date client files on all client services and program activities; works with Intervention Program Manager to provide accurate feedback and data on monthly/quarterly/yearly goals. Maintain functioning office space.
- *Teamwork:* Provides general support asked of all staff. Practices open communication with staff and clients. Works closely with Outreach and Engagement Manager to 1) Build volunteer-based SART capacity to respond to crisis calls 2) Ensure sufficient coverage for SART 3) Train and support SART volunteers; Works closely with Senior Advocate (Hotline Program) and Emergency Program Manager to ensure that services to sexual assault survivors are timely and seamless. .

### **Qualifications:**

- Committed to eliminating violence against women, including sexual abuse, spousal and child abuse; familiarity with issues surrounding sexual assault and rape.
- Enjoys and has experience working with women and children of different backgrounds, with the ability to address crisis and problem solve; addresses crises and conflict through open communication.
- Bilingual/bi-cultural API preferred with preference for the following languages: Vietnamese, Thai, Lao, Khmer.
- Ability to work collaboratively with CPAF teams and community based organizations.
- 2+ years working with community-based organizations such as and not limited to public and social service agencies, schools and/or faith-based groups.
- Well organized, plans work schedule respective to program needs, coordinates multiple tasks and has strong work ethic. Able to work in a flexible, evolving environment and is willing and able to work occasional evenings, weekends and holidays.
- Must have driver's license and access to reliable transportation
- Demonstrated experience working with volunteers or being a volunteer.

Please forward cover letter and resume to [hr@cpaf.info](mailto:hr@cpaf.info)

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