

ADVOCATE

Intervention Program Team

Center for the Pacific Asian Family (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 Advocate develops and implements a comprehensive response for and with Non-Residential (NR) and Emergency Shelter (ES) survivors of domestic violence and sexual assault, including case management, emotional support, individual counseling, and advocacy. In addition to carrying a NR and ES client caseload, the Advocate will work closely with other teams to ensure an effective, coordinated response to survivors in crisis through the Hotline, Emergency Shelter and Sexual Assault Response Team (SART) programs.

Duties and Responsibilities:

- *Direct Services*
 - Coordinates orientation, intake and assessment of survivors into non-residential and residential crisis intervention programs; develops and updates goal-oriented action plans with women & children; provides emotional support/counseling and case management services; advocates on behalf of survivor to other agencies.
 - Answers crisis calls on CPAF hotline, responds to crisis situations, SART Advocacy requests and provides transportation with own vehicle if necessary.
 - Maintains 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. Maintains functioning office space.
- *Teamwork*
 - Provides general support asked of all staff; bilingual Advocate interprets for survivors in-person or on the crisis line.
 - Addresses conflict through open communication with staff and clients.
 - Recruits, trains and works closely with interns and volunteers. Trains and mentors new staff.
 - Provides occasional coverage for hotline and emergency shelter coverage on holidays.

Qualifications:

- Committed to eliminating violence against women, including sexual abuse, spousal and child abuse.
- Enjoys and has experience working with women and children of different backgrounds, with the ability to address crisis and problem solve.
- Ability to speak Vietnamese and/or Thai. However, candidates who speak Cantonese, Mandarin, Japanese, Korean, or any other API language also encouraged to apply.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, transgender, class, etc.).
- Experience preferred in case management or working with community-based organizations such as and not limited to public and social service agencies, schools and/or faith-based groups.
- Plans work schedule respective to program needs, coordinates multiple tasks, has strong work ethic and is well organized. Able to work in a flexible, evolving environment and is willing and able to work occasional evenings, weekends and holidays.
- Addresses crises and conflict through open communication.
- Demonstrated experience working with volunteers or being a volunteer.
- Able to work collaboratively with CPAF teams and community based organizations.
- Well-organized, self-directed, able to coordinate multiple tasks and highly motivated.

Salary starts at \$30,000, DOE

Center for the Pacific Asian Family, Inc. is an affirmative action employer. We strongly encourage Asian and Pacific Islander immigrant, refugee, and LGBT applicants.

Qualified and interested parties, please send your resume and cover letter to hr@cpaf.info. Please state the position you are applying for and where you saw our job posting.

CPAF website: www.nurturingchange.org