



Outreach Advocate

Job Description:

The Outreach Advocate is responsible for assisting those who have experienced domestic and/or sexual violence, and their children. The Outreach Advocate is responsible for providing services, creating a supportive environment, and interacting with participants, and their children, in a manner that builds on their strengths. This position reports to the Community Services Director. The starting compensation is \$15.00-\$16.50 commensurate with experience and salary history, and a 5% increase in base pay for bi-lingual English/Spanish abilities. Other benefits include health insurance coverage and generous paid time off.

Responsibilities and Duties:

- Critically analyze situations and respond on a case-by-case basis.
- Conduct all Walk-In intakes which can include safety planning, crisis intervention, transportation, internal and external referrals to participants and their children.
- Case Manager for all general intake participants.
- Lead expert on Housing opportunities within the state
- Work cooperatively with other Outreach advocate to ensure THRIVE program requirements are met
- Work cooperatively with victim advocates on shared case management goals.
- Work cooperatively with other agencies that provide services to victims of domestic and sexual violence.
- Create, update and disseminate resource binder for each department.
- Provide support to different internal departments when necessary.
- Provide Outreach to victims, by distributing information and providing immediate assistance to victims at community events:
 - Distributing program information in the community
 - Maintain program participant files in accordance with legal and grant requirements, complete all intakes, progress notes, and/or closures during prescribed timeframes;
 - Conduct community presentations and/or tabling events
 - Respond to OSR
 - Attend all regularly scheduled meetings and trainings as required;
 - Other duties as assigned.

Reports To: Community Services Director

Minimum Education Qualifications:

Hold an Associate's Degree in related area (Social Work, Sociology, Psychology, Women's Studies, Justice Studies, Counseling, Family Studies, Criminal Justice, Pre-Law, etc) or two (2) years work experience in the field of social services, preferably in the area of domestic or sexual abuse. Additional related work experience may substitute for education requirement.

Preferred Qualifications:

Bilingual English/Spanish;

Bachelors Degree in related area (Social Work, Sociology, Psychology, Women's Studies, Justice Studies, Counseling, Family Studies, Criminal Justice, Pre-Law, etc); and/or Experience working in a shelter.

Required Knowledge, Skill and Ability:

- Commitment to addressing sexual and domestic violence;
- Knowledge of the dynamics of trauma, sexual and domestic violence;
- General knowledge of social services;
- Ability to work effectively with and provide responsive services to people from diverse backgrounds and lived experiences;
- Effective interviewing and crisis counseling skills;
- Ability to remain calm in crisis situations;
- Strong interpersonal and communication skills;
- Caring, honest, and cooperative nature;
- Supportive, sensitive, and empathetic personality;
- Strong problem solving skills;
- Ability to be flexible;
- Maintain a positive attitude;
- Ability to work collaboratively and independently;
- Ability to respect confidentiality of information learned through providing services; Consistently represent the mission and philosophy of the agency; and
- Maintain effective and cooperative relationships with community partners, other employees, and volunteers.

CAAFAs is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBTQ+ persons. We also welcome applicants from different national origins, religions, ages, and ability status.

To Apply:

Email cover letter and resume to Stephine Quezada, CAAFA's Community Services Director, at stephineq@caafaaz.org.