

Sunrise of Pasco County, Inc.
Job Description

POSITION TITLE: Bilingual Shelter advocate

REPORTS TO: Shelter Advocate Team Leader

RELATIONSHIPS: Responsible to Shelter Advocate Team Leader. Does not supervise other employees. May work with interns or volunteers. Interrelates with all staff members. The bilingual advocate interacts with other community agencies in order to provide advocacy for survivors of domestic violence and sexual assault. Is bi-lingual in English and Spanish and emphasizes in working with the Hispanic population in shelter. This is a 40 hour full time position.

PRIMARY FUNCTIONS:

- Provides crisis intervention and advocacy for survivors of domestic violence and/or sexual assault. 55%
- Provides crisis intervention and advocacy on the 24 hour crisis line for survivors of domestic violence and/or sexual assault and completes appropriate paperwork as generated by each call. 10%
- Screens and admits victims and their children and completes intake paperwork for them by end of shift. 10%
- Assists residents to problem-solve during times of crisis in shelter. 5%
- Completes shelter resident records each shift.
- Assists in reviewing English and Spanish files for accuracy. 5%
- Provides transportation for victims when necessary. 1%
- Ensures that residents' needs, such as linens, personal items, food, medications, and cleaning products are met. 1%
- Assures that the facility is adequately maintained by shelter residents. 1%
- Tests alarm system and conducts fire drills for the safety of the residents as often as requested by Shelter Advocate Team Leader. 1%
- Works with Law Enforcement as needed. 2%
- Periodically checks grounds to ensure that all windows are closed, and outside lighting is working properly to ensure the security and safety of the shelter residents. 1%
- Provides participants with access to community services such as housing, food stamps, transportation, medical needs etc. and searches for new available resources to assist the Hispanic population in specific as indicated. 1%
- Works with victims of DV and sexual assault to assess their own needs, develop and implement individualized service plan and support their progress in conjunction with Shelter Advocates and Shelter Advocate Team Leader 1%
- Enters participant data into the computer as needed. 1%
- Assists with monthly statistical reports. 1%
- Furthers the goals of Sunrise by working with residents and their children in an empowering way. 1%
- Carries out responsibilities with participants in a fair and consistent manner. 1%
- Is respectful and non-judgmental in all dealings with participants and vendors. 1%
- Facilitates support groups for adult and child survivors of Domestic and/or sexual assault in English and/or Spanish whenever necessary. 1%

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- Assists in translation of forms when necessary. 1%
- Other duties as assigned by the Shelter Advocate Team Leader.

SECONDARY FUNCTIONS:

- Assists with additional record keeping tasks.
- Administers shelter policies, rules and guidelines.

PROHIBITED FUNCTIONS:

- Does not respond to requests from media.

QUALIFICATIONS AND SKILLS:

Must be able to read, write, speak and understand Spanish fluently

- High School Diploma or GED
- Must have a valid Florida driver's license and up-to-date car insurance.
- Some formal education in counseling or social work is preferred.
- Training in domestic violence issues and crisis intervention may substitute for formal education at the discretion of the Director of Shelter Services.
- One year of crisis intervention experience is preferred.
- Knowledge of the dynamics and effect of domestic violence. Ability to show caring and empathy toward survivors of domestic violence.
- Crisis intervention skills.
- Ability to work independently and make sound judgments.
- Ability to establish and maintain personal boundaries.
- Ability to communicate positively, both verbally and in writing.
- Ability to provide effective and immediate crisis intervention for participants.
- Ability to keep concise, accurate records.
- Must be able to pass screening by FDLE and Pasco County Sheriff's Office
- Must be available to work any work shifts any day of the week.
- Must be able to work with a culturally diverse community with sensitivity and professionalism.

I acknowledge that I have read, understood, and will comply with the above job description and that I have received a copy of same.

Employee Signature

Date

Printed Name

Chief Financial Officer

Date