



POSITION TITLE: Bilingual Community Based Advocate

REPORTS TO: Family Justice Center Program Manager

HIRING RANGE: \$25.00-\$25.50 per hour, DOQ full position range \$25.00 to \$27.68 per hour.

BENEFITS: Full benefits package including: medical, dental, vision, holidays (90 hours per fiscal year, days chosen by employee), vacation (2 weeks per year- accrued per hour worked), and sick leave (12 days/year- accrued per hour worked). 401k contribution after 1 year of employment.

HOURS: Full time 35hours per week, Monday-Thursday 9-5, Friday 9-2PM. Occasional nights/weekends.

LOCATION: This position is based full-time out of our West Olympia office and is not eligible for remote work.

About Us: The Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families and survivors of domestic violence, sexual assault, stalking, and human trafficking with coordinated supportive services in one centralized location with the mission, “*Working Together to Strengthen All Families and Survivors*”. The Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, with the goal to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

About the Family Justice Center Program: The Family Justice Center (FJC) is a multi-agency, multi-disciplinary program designed to provide comprehensive, coordinated, and co-located services to individuals and families who are affected by domestic violence, sexual assault, stalking, and/or human trafficking. Under leadership of the four main partners; Thurston County Sheriff’s Office, Thurston County Clerk’s Office, Thurston County Prosecuting Attorney’s office and the Family Support Center of South Sound, the FJC program co-locates non-profit and government agencies in an effort to develop collaborative relationships which support improved outcomes for survivors and their children.

Position Summary: The Bilingual Community Based Advocate will provide confidential advocacy and support to survivors of domestic violence, sexual assault, stalking and dating violence, as well as those also impacted by human trafficking. This position will support survivors in accessing comprehensive, coordinated resources in one location including but not limited to mobile and site based advocacy to deliver safety planning, shelter/housing, transportation, outreach, childcare, resource & referral, legal advocacy, interpretation/translation, and other services onsite and from partner agencies, including assisting survivors with Protection Orders.

Required Skills & Experience:

- Bilingual English/Spanish

Preferred Skills & Experience:

- Experience: A minimum of 1 year of experience working directly with families providing case management/ home visitation /advocacy/resource and referral or related work experience
- Technology: Computer literacy; Proficiency in the use of Microsoft office programs
- Education: Bachelor’s degree in social services or related field. May substitute education for comparable work experience.
- Local work experience; familiarity with Thurston County social service resources
- Experience working with diverse populations
- Experience providing crisis intervention
- Experience working with survivors of domestic violence, sexual assault, stalking or human trafficking
- Transportation: Must have insured personal vehicle and be willing to travel locally
- Written and oral communication skills including: ability to write detailed reports, comfort speaking in large and small groups

Licenses and Other Requirements:

- Washington State Driver's License
- Fully insurable driving record
- Ability to pass a comprehensive background check

Primary Responsibilities:

- Provide comprehensive advocacy and support to survivors of domestic violence, sexual assault, stalking, dating violence, and human trafficking
- Complete necessary intake paperwork with clients in order to enroll in services
- Complete danger assessment with all interested survivors, utilize tool as a mechanism for safety planning and supporting the survivors in achieving greater safety and stability
- Provide immediate crisis intervention and safety planning to support survivors in increasing their personal safety and ensure the survivors and their family members immediate basic needs are met
- Educate survivors on the resources, services, programs, and benefits that are available to them, and assist in enrolling/connecting clients to the appropriate services/programs
- Support survivors in accessing civil protection orders, including completing court paperwork, submission to the Clerk's office on time, and provide court accompaniment (virtual and/or in person) to survivors who request it
- Collaborate with Thurston County Clerk's Office staff around DVPO support, providing advocacy to survivors who request it, and have regular presence in court to support survivors
- Support survivors in accessing other internal resources provided by FSC, including diversion, rapid re-housing, coordinated entry, parenting support, eviction prevention, utility support, etc. Either provide the service directly or connect client to the appropriate staff member
- Provide case consultation support to FSC staff working with survivors
- Provide ongoing support, advocacy, and resources to assist survivors in obtaining long term stability which may include support with housing, resource access, children's needs, etc.
- Assist survivors in the development of employment skills, financial literacy, increased confidence, and other life skills through one on one meetings, and/or group workshops
- Facilitate domestic violence peer support group, offering 6 week long groups. Collaborate with FJC Program Manager and other staff to provide the group
- Maintain working relationships with FJC leadership partners – Thurston County Prosecuting Attorney's Office, Thurston County Clerk's Office, and Thurston County Sheriff's Office- in order to comprehensively support the needs of survivors
- Participate and at times facilitate the Coordinated Community Response Team Meetings, a multidisciplinary meeting focusing on the needs of DV/SA survivors
- Participate in other community meetings as applicable to position and/or FJC program as a whole
- Enroll survivors into FJC program within Apricot database, collecting required data points for federal grant program
- Maintain accurate and thorough electronic files. Retain documentation and case notes of services provided and any other applicable services offered such as copies of referral forms, completed housing applications, employment, or benefits applications; lease, etc. Ensure required program documentation is maintained (homeless verification, income verification, HMIS release form etc.)
- Provide information for semiannual OVW report
- Participate in agency's on-call rotation to provide backup support to shelter staff in evenings; approximately 3-4 weeks per year.
- Represent Family Support Center at community meetings applicable to position, and report back to larger staff of community updates and resource availability

- Other duties as assigned

To apply for this position, please email your professional resume, cover letter, and contact information for three professional references to [hiring@fscss.org](mailto: hiring@fscss.org) or fax documents to 360-943-1139 ATTN: Natalie Skovran, or mail to Family Support Center of South Sound 3545 7th Ave SW Suite 200, Olympia WA 98502. No phone calls.

Position open until filled.

Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.