



Job Title: Rural (Spanish) Bilingual Outreach Advocate
Reports to: Education and Outreach Manager
Status: Full-time, 40 hours, non-exempt
Hours: M-F with some flexibility for nights and weekends with a minimum of 30 hours/week dedicated to services to clients in rural areas, one 12-hour paid back-up shift per week
Pay: Starts at \$21.00 plus back up differential when independent.
Funding: The funding for this program comes from FVPSA ARP a federal grant.

Summary: The rural bilingual outreach advocate is responsible for connecting survivors of SA, DV, stalking and trafficking survivors to CARDV services. They will also provide advocacy and support in both English and Spanish in spaces provided by our community partners. They will perform collocated outreach with community partners in rural locations in Linn and Benton Counties. This is a new program so this position will also include program planning and procedure creation/documentation. Respond to crisis, hotline as needed by the team.

Essential Duties of the position:

Direct Service:

- Meeting with clients to provide in-person advocacy and crisis intervention, safety planning, information, and referral, systems advocacy, legal advocacy, follow-up, and/or transportation.
- Completing all data collection, crisis response, and follow-up case tracking forms
- Maintaining up-to-date client files, record of services provided and reporting forms
- Maintain up to date best practices

General Responsibilities- with other staff:

- Attend Staff meeting in the Advocacy Center for trainings, team-building events or as required by manager.
- Collaborate with staff, facilitate participation of CARDV in the community such as presentations, support group and program facilitation
- Other duties assigned to support survivors
- Collaborate with other programs for program planning and services

Outreach and Education:

- Maintaining great work relationships with rural community partners.
- Provide education and support to rural community.

Education/Experience:

- BA/BS or equivalent lived experience in advocacy program for survivors of domestic violence, stalking, trafficking and sexual assault
- Experience in assisting clients with domestic violence, sexual assault, stalking or sex trafficking.

Required Skills/Abilities:

The requirements listed below are representative of the knowledge, skills and abilities required to perform the essential duties successfully. We will make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Bicultural Spanish/English speaker and understand Hispanic/latin@ cultures

- Demonstrated understanding of and commitment to eliminating sexual, domestic violence, stalking and teen dating violence and all forms of oppression
- Be aware of, and have respect for, cultural differences and demonstrate willingness to dismantle oppression dynamics/systems.
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality when working with survivors and their friends and family.
- Ability to provide leadership, remain calm, make decisions, and give clear direction in crisis situations
- Empathy with, and understanding of, survivors of domestic and sexual violence
- Ability to work flexible hours independently and with CARDV staff as a team member.
- Demonstrate strong technology skills, including Microsoft word, excel, and zoom. Ability to learn new tech systems and implement within scope of duties.
- Must have excellent planning and organizational skills, ability to focus, multi-task and prioritize
- Ability to work effectively with noise and interruptions

Additional Requirements:

- Successful completion of CARDV Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver’s license, a good driving record, 21+to be included in the driver’s insurance.
- Maintain certification as an Address Confidentiality Program Assistant
- Understanding and willingness to abide by CARDV policies and procedures.

Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.

Mental or Visual Demands:

Periods of high stress and strict deadlines. Continuous mental or visual attention.

CARDV commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Manager _____ Date _____

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee _____ Date _____