



## JOB DESCRIPTION

**Position:** Social Worker | Housing Advocate

**Reports to:** Lori Levers

**Status:** Non-Exempt Full-Time Position - 35 hrs/week

**Compensation:** \$23.00

### Organization

MiA - Mujeres in Action is the only organization in the Spokane region providing culturally responsive intervention services primarily to Latinx survivors of domestic violence and sexual assault (DV/SA), and conducting prevention efforts in Spanish. Since fall of 2018, MiA has been helping Latinx families find safety, stability, and independence, as well as forming key partnerships with other agencies to expand services to the Latinx community. To learn more about MiA, please visit [www.miaspokane.org](http://www.miaspokane.org).

### Position Overview

The Mente y Corazon Program aims to enhance the survivor's and their families' well-being and help them reach stability and independence through advocacy-based counseling, crisis intervention, safety planning, risk assessment, case management and support groups.

### Key Responsibilities(\* Denotes essential duties)

- \*Provide trauma informed emotional support to help victims understand feelings and behaviors in response to abuse and specific ways to build self-esteem and coping strategies.
- \*Meet with program participants wherever it is safe and convenient for them such as parks, coffee shops, etc. Also, assist and accompany participants to appointments related to housing support, property management services, and other service providers and/or agencies as needed.
- Navigate Housing Choice Voucher Program (previously known as Section 8 Voucher) forms and processes.
- \*Assist participants and their families in developing safety planning which address their particular situations
- \*Facilitates support groups as needed for those impacted by domestic violence and sexual assault.
- \*Coordinate with other agencies in planning and linking participants to referral services (for example: Transitions, Housing Services, Career Pathfinders, etc.)

- \*Perform screenings and completes intake paperwork of survivors
- \*Help coordinate access to transportation, childcare, phone, internet services and other services for program participants as needed to maintain housing
- \*Maintain client files and track records in accordance with MiA policies and standards.
- \*Observe all program requirements for confidentiality and privileged communication.
- Help support outreach efforts in the community to share about our Puerto Segura program. Can include community workshops, partner events, and tabling opportunities.
- Provides culturally responsive direct services including crisis intervention, advocacy-based counseling, safety planning, risk assessment, support group facilitation to victims/survivors of domestic violence and sexual assault and case management.
- Explore participants' own resources and further service options including making appropriate referrals; collaborating with other staff, addressing with participant any necessary concerns (e.g. preparing temporary restraining orders, parenting issues regarding domestic violence)
- Advocate with outside system regarding client's needs and provide on-going advocacy for any participant in the Puerto Segura program
- Support quality assurance and evaluation of services as required.
- Maintain 20 hours of on-going training in DV and 12 hours of on-going training in SA issues annually.
- Participate in all-staff training sessions and attend staff meetings.
- Perform other duties as assigned

### **Position Qualifications**

#### **REQUIRED**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimal supervision
- Demonstrated oral and written bi-lingual (English/Spanish) skills
- Must be able to work independently and as part of a team, maintaining professional attitude and respectful demeanor with participants, co-workers, community partners, and supervisors at all times
- Maintains the confidentiality of all participants/co-worker/organizational business
- Support of MiA - Mujeres in Action's goals, values, mission and vision
- Holds a valid WA Driver's License and has dependable transportation
- Is proficient with PCs and Microsoft Office applications
- Has completed a criminal and child abuse background check.

#### **PREFERRED**

- Knowledge of housing systems in Spokane
- Knowledge of diverse community resources (i.e. housing, food, health care, etc.)
- A demonstrated understanding and interest in issues surrounding domestic and sexual violence and other topics relating to survivor and their children from diverse Latinx backgrounds
- Knowledge of or experience working with people from diverse groups

- Experience working with domestic and/or sexual assault survivors
- Crisis intervention and counseling skills
- Manages difficult or emotional survivor situations
- Maintains professional boundaries when working with families and children so as to remain as open and objective as possible
- A respect and sensitivity for cultural differences, and a desire to promote a harassment-free environment
- Ability to engage in constructive self-care activities to manage secondary trauma

#### **Education/Experience:**

- Bachelor's degree in a social science or related field preferred, OR equivalent combination of education and experience
- Domestic violence and/or advocacy experience strongly desired.
- Must complete about 38 hours of initial DV/SA victim advocacy training
- Proficiency in Microsoft Office Suite and other relevant software.

#### **Position Opportunities**

- Make an impact in the lives of survivors in your community
- Work within a passionate, diverse team of MiA staff and volunteers
- Gain deeper knowledge and understanding about domestic and sexual violence
- Receive 50+ hours of DV and SA training
- Make valuable connections with other agencies and community leaders
- Be a part of systemic change in the community

#### **Additional Information:**

- This position requires occasional evening and weekend work to attend community events and meetings.
- Travel within the region may be necessary.

#### **Health, Welfare & Benefits:**

##### **Health Insurance Stipend:**

- \$185.00 per pay period

##### **Paid Time Off (PTO):**

- We offer an annual 60 hours for vacation (For the 2-year increasing in the 3<sup>rd</sup> year)
- Accrual begins on your first day, and usage is eligible after 30 days of employment.
- MIA offer 14 paid Holidays per year.

- MIA offer 2 paid personal days per year.
- Sick Leave – 1h accrual for every 40h worked.

**Covered free parking lot.**

- Mia office has a covered parking lot for free parking.

**Wellness:**

- Monthly self-care activity with the team
- YMCA 50% of membership

Mujeres in Action strives to provide a safe, healing environment for our clients and providers. We work together to create a sense of community and a shared vision of pathways for healing and well-being.

**Diversity and Inclusion:**

Survivors of domestic and/or sexual violence and women of color are encouraged to apply. MiA is committed to fostering a diverse and inclusive workplace, and reasonable accommodations can be provided for individuals with disabilities to perform essential job duties.

**Equal Opportunity Employer:**

MiA – Mujeres in Action is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Finalization**

By accepting this position, I acknowledge and I understand the responsibilities and requirements of the role and agree to perform them to the best of my abilities.

Signature:

Date:



