

## CAREER OPPORTUNITY

### Bilingual Advocate

Full-Time 40 hours/week, Hourly, Non-Exempt

Location: YWCA Silicon Valley, San Jose, CA 95112

Website: [www.ywca-sv.org](http://www.ywca-sv.org)

Department: Support Services Department, Advocacy Program



Join a passionate, dynamic team dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. For over 100 years, YWCA Silicon Valley has provided programs and services that form a critical continuum of response, healing, and prevention. **Be a key part of shaping this future as a Bilingual Advocate in our Support Services Department, Advocacy Program.**

Reporting to the Support Services Department—Advocacy Services Manager, the Bilingual Advocate provides direct advocacy, medical response, crisis counseling, and community referrals to individuals impacted by domestic violence, sexual assault, and human trafficking.

- Support all activities related to case coordination and program operations.
- Provide Sexual Assault Response Team (SART) response.
- Accompany survivors throughout all stages of the criminal justice process, court, and law enforcement interviews.
- The Bilingual Advocate must not fail in providing confidential services, informing survivors and their families of their legal rights and options and supporting them in their choices throughout the process.

**We are seeking a compassionate, organized, and reliable individual with a high level of self-awareness and emotional intelligence.** Essential to this role is a demonstrated ability working with culturally and economically diverse individuals and families and ability to work with those impacted by trauma; a demonstrated ability to function effectively in a fast-paced environment and to respond appropriately to unexpected situations.

Candidates must have excellent interpersonal skills to work independently and remotely. You must demonstrate empathy and warmth, as well as excellent communication skills. **You must have an understanding of feminism and a strong commitment to social justice.** Additionally, an ideal candidate will possess knowledge of and sensitivity to sexual assault issues, trauma, gender equity and client-centered service provision.

Candidates must have a Bachelor's Degree in a social services field or an equivalent combination of education and experience. Key to success is the ability to be present in a changing work environment; the ability to work independently and the ability to make decisions appropriately, prioritize effectively and model healthy boundaries with empathy and compassion. Candidates should be competent in using Microsoft Office (Word, Outlook, Excel, PowerPoint) and have experience in confidential data management and record keeping.

**The ideal candidate is a warm, self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.** Prior advocacy-based counseling and case management experience is a plus. Bilingual, bi-cultural and bi-literate skills are preferred but not required.

Work hours are primarily Monday through Friday. On-call duties are required, schedule TBD. Frequent local travel (multiple trips in one day). Work includes lifting up to 30 pounds.

Required: Cleared background check (fingerprinting), valid TB test, valid California driver's license, 3 -years driving experience, reliable transportation and auto insurance. Must have completed or be willing to complete 65hr-trained California State Sexual Assault Counselor certifications. (Training will be provided). Bilingual, bi-cultural and bi-literate skills required.

TO APPLY: Submit Resume & Cover Letter to [resumessupportservices@ywca-sv.org](mailto:resumessupportservices@ywca-sv.org) with "Bilingual Advocate" in subject line. First deadline for submission of resumes: **October 1, 2017**

Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone. The YWCA Silicon Valley is an Equal Opportunity Employer.