**LATINX OUTREACH ADVOCATE**

**SARA HOUSE**

**13TH JUDICIAL DISTRICT**

**Reports to**: Executive Director

**Position Information**:

* Full-Time Exempt
* Monday through Friday with some evening and occasional weekend hours
* Requires some regional travel and occasional out-of-state travel

**Equal Employment Opportunity Statement**: SARA HOUSE an Equal Opportunity Employer and supports the principle and philosophy of equal opportunity of all individuals, regardless of age, race, gender, gender identity, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law.

**Position Summary:** The Latinx Outreach Advocate position will be focused on community engagement with marginalized populations and will provide culturally specific, trauma-informed advocacy, cultural and language appropriate prevention and outreach programs, and will have knowledge about appropriate referrals for services and immigration matters.

**Duties and Responsibilities:**

* Assist the Executive Director and Latinx Advocacy Coordinator with the development of culturally sensitive resources/model programs related to domestic violence and sexual assault.
* Attend culturally specific community events and actively engage in community outreach.
* Attend external meetings and taskforces related to sexual assault and domestic violence.
* Facilitate support groups for survivors of sexual assault and domestic violence in the Latinx community.
* Provide confidential direct victim services including but not limited to crisis response, hotline advocacy, individual advocacy, court accompaniment, assistance with victim compensation and appropriate referrals.
* Serve as a bridge between marginalized, mono-lingual communities and available sexual assault and domestic violence services and other human service agencies.
* Assist in the development of language accessible information, brochures, and outreach materials.
* Conduct data collection, surveys, evaluations, and follow-up services.
* Must be organized, detail oriented and flexible. Able to identify and respond to shifting priorities.
* Proven ability to meet deadlines and manage multiple projects.
* Demonstrate sensitivity to and knowledge of issues involved in working with diverse populations and organizations.
* Provide education for victims on the dynamics of sexual assault, domestic violence, and trauma.
* Must have own transportation and a valid Colorado driver’s license.

**Required Qualifications:**

* Bachelors’ degree in human services or similar field **and/or** 2 years work experience in a similar field.
* Fluent in Spanish, verbal and written.
* Understanding and sensitivity of Latinx culture.
* High level of understanding of the dynamics of sexual assault and domestic violence and the impact on adult and child victims.
* Public relations experience.
* Ability to collaborate well with others.
* Knowledge of computer programs such as Microsoft Word, Excel, and Outlook.
* Excellent written and verbal communication skills.
* Self-motivated.

**Agency Participation**

* Actively participate in weekly staff meetings and team meetings.
* Prepare for individual supervision meeting with Executive Director.
* Actively participate in agency fund-raising events.
* Work diligently to achieve individual, team, and agency goals and objectives
* Participate with all staff to assure coordinated services across all agency programs
* Maintain accurate and timely record keeping.
* Responsible for appropriate data base entry and completed documentation.
* Submit required grant reporting requirements.
* All other duties as assigned.

**Salary Range**: $50,000 - $55,000 salary negotiable based on experience