
Position: Immigrant Survivors of Abuse Advocate
Location: Kent, WA**Reports to:** Advocacy Program Manager**Classification:** Exempt**Department:** Advocacy and Programs**Hours/Shifts:** Mon-Fri

Position Summary:

The Immigrant Survivors of Abuse Advocate is a motivated and knowledgeable individual providing trauma-informed domestic violence advocacy and legal support to immigrant survivors of domestic violence. Sensitive to the emotions and experiences of survivors, the Immigrant Survivors of Abuse Advocate performs crisis intervention, safety planning, resource/information and advocacy based counseling. This person empowers clients by working collaboratively to overcome legal barriers to immigration such as applying for U-visas, VAWA, and others. Familiar with nuances of immigration law, the Immigrant Survivors of Abuse Advocate assists survivors in pursuing immigration pathways that are safe, desirable, and feasible. Many immigrant survivors are often prevented from seeking support due to their immigration status, making this Advocate an indispensable member of DAWN's team by supporting and empowering an already underserved population. Due to the nature of the work and the client population, fluency in Spanish is required.

Responsibilities include, but are not limited to:

- Increase client understanding of the legal system; present various legal options; educate client on role of legal advocate
- Understand clients' immigration status, collaboratively create plan to overcome barriers, work with client to comprehend realities of immigration process
- Stay abreast on changes to immigration policy
- Attend community outreach events to help reach more survivors
- Access interpreters both over the phone and in-person as necessary
- Advocate for clients regarding supportive services and support them in advocating for themselves
- Accompany clients to relevant appointments pertaining to immigration
- Refer clients to appropriate legal services, as necessary
- Refer clients to appropriate housing, medical, educational programs, etc.
- Work with clients to implement mutually agreed upon goals to build stability
- Effective communication with clients using appropriate verbal, nonverbal, and supportive listening skills
- Timely completion of relevant paperwork; maintain client files
- Maintain professional relationship with clients and service providers
- Maintain confidentiality, inform clients of mandated reporting exceptions
- Provide crisis intervention; create integrated safety plan
- Empower clients by encouraging self-sustainability
- Respond to calls on 24hr Advocacy and Support Hotline—provide supportive listening and referrals to appropriate resources

DAWN Job Description

- Data entry as required
- **Bilingual Spanish required**

Knowledge, Skills and Abilities:

- Maintain a strong commitment to DAWN's mission and values
- Proven ability to work effectively with diverse staff, clients and volunteers
- Respect confidentiality and adapt to what can be a stressful environment
- Exhibit a friendly and courteous disposition and personality
- Greet guests positively and provide them with assistance and information as requested
- Maintain strong time management and organizational skills
- Maintain a good, neat personal appearance at all times
- Adhere to company policies & standard operation procedures (SOPs) at all times
- Demonstrate excellent oral and written communication skills
- Must possess the ability to make sound judgments relating to crisis situations
- Willing and able to pass a drug test and background check
- Must speak and write English proficiently (fluently)
- **Bilingual Spanish required**
- Physical Abilities:
 - Ability to sit, walk, stand, bend, kneel, and twist on an intermittent basis including answering the front door
 - Ability to grasp, push, pull objects such as files and reach overhead
 - Physically able to walk or run if needed, climb stairs without difficulty
 - Ability to lift and carry at least 60 pounds

Education/Experience:

- Bachelor's Degree, relevant experience accepted in lieu of degree
- 1-3 years of Domestic Violence Advocacy experience preferred; legal or immigration experience a plus
- Proficiency in data collection and reporting. Microsoft Word, Excel, Outlook, Onsum and Basecamp knowledge a plus
- 20 hours of completed annual Domestic Violence Training
- **Must** provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a clean driving record
- **Must** be able to pass Washington State criminal background check

To Apply:

This position is open until filled. To apply, please submit your resume **and** cover letter to Sophii@dawnrising.org. Applicant cover letter should speak to language capacity. **Please note: applications not accompanied by both a cover letter and resume will not be considered.**

About DAWN:



DAWN Job Description

Located in south King County, DAWN focuses its resources and expertise on empowering families and communities to be free from violence. We serve about 5,000 survivors of domestic violence each year in our programs. Our Center for Peaceful Communities offers an environment for clients to feel safe as they seek our services. In addition, our training facility provides education, ongoing support and opportunities for those interested in more peaceful communities.