



## **Family Advocacy Volunteer**

### **Title**

Family Advocacy Volunteer

### **Reports To**

In-House Advocate

### **Job Site**

El Refugio—address is confidential until assistant is hired. The Refugio is in St. Paul on a major bus line.

### **Time Commitment and Hours Preferred**

- 3 hours per week minimum. Volunteer support is preferred during 8am-9pm during the week and weekends
- Six-month minimum commitment

### **Position Description**

The Family Advocacy volunteer works alongside and collaborates with advocates in the shelter to provide much needed support to women and children at the shelter. The volunteer can also work on special projects in the office and with participants at the Refugio. The volunteer will receive intensive training on site specific issues depending on intern abilities and interests. Training may include:

- Domestic Violence
- Refugio operations
- Answering Crisis calls
- Orders for Protection
- Working with women and children
- Planning and leading activities in the Refugio

### **Responsibilities**

A Family Advocacy volunteer may work in either or both of the following areas:

#### Direct Advocacy & Support

- Providing supportive listening to women and children in *Refugio*.
- Assisting *Refugio* residents in tasks such as job seeking, apartment searches and applying for public assistance.
- Planning and engaging in activities with children and/or women residents.
- Answering crisis line.
- Assist Senior Advocate with support groups for residents.
- Organize physical activities (yoga, zumba, walking groups etc.)
- Organize craft and art activities (knitting, jewelry making etc.)

- Teach participants how to use the Metro Transit system

#### Administrative Support & Special Projects:

- Assist Refugio Manager with data-entry, statistical gathering and analysis.
- Assist Refugio Manager in updating materials.
- Assist Facilities Coordinator in planning and leading volunteer projects (painting, planting, etc.)
- Researching local resources for staff and participants.
- Organizing donations drives in the community.
- Translating documents for use in *Refugio* and for participants.
- Seek donations for from businesses in the community
- Organizing clothing and other donated items.
- Other special projects based on intern interests and needs.

#### Qualifications

- Commitment to Casa de Esperanza's mission, philosophy, and code of ethics.
- Ability to relate to people of diverse cultures, sexual orientations, income levels, ages, and abilities.
- Combination of education and experience in family sciences, social work or a similar field is preferred.
- Bilingual in Spanish and English required for Direct Advocacy & Support. Not required for Administrative Support & Special Projects.
- Experience working in/with the Latin@ community encouraged.
- Knowledge of, and ability to use computers and other resources is preferred.

#### Working Conditions

Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are offered to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

#### Inquiries and applications

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