



## Job Description

### Job Title

Family Advocate - DASC

### FTE

1.0

### Reports To

Lead Advocate

### Supervised By

Lead Advocate

Hennepin County Attorney's Office

### Position Description

Family Advocates assist women and children who are survivors of domestic violence to develop, pursue and achieve their goals to live free of violence while promoting Casa de Esperanza's mission.

The DASC Advocate is located at the Hennepin County Domestic Abuse Service Center (DASC) in downtown Minneapolis.

### Job Functions

#### Safety, Support and Response

- Assist survivors of domestic violence and children to identify goals and methods to achieve them. Provide supportive listening. Assist family members to develop and reinforce safety plans.
- Provide information about and help survivors access relevant resources such as OFPs, public benefits, medical care, housing assistance, legal protections, etc.
- Prepare for and accompany women to court as needed.
- Coordinate with senior advocate to ensure on-going advocacy for participants.
- Support survivors with immigration relief measures, especially related to domestic violence.
- Advocate on behalf of survivors/families in crisis situations with police, medical professionals, employers, creditors, social service caseworkers, attorneys, etc.
- Answer crisis calls. Provide supportive listening and resource information. Assist survivors in deciding upon a course of action. Arrange for safe shelter and transportation, as needed.
- Maintain knowledge of current resources. Help maintain relationships with other organizations, as well as identify new relationships, to maximize benefits and services available.
- Provide training or information about domestic violence and Latino realities to other organizations.
- Provide clear and timely work documentation for reporting purposes. Contribute to analysis of the Family Advocacy program, the organization as a whole, and of community trends.

#### DASC responsibilities

- Work out of the Victim Services Division within the Hennepin County Attorney's Office in downtown Minneapolis to provide services within the victim witness and Domestic Abuse Service Center in the adult and juvenile areas.
- Work with Hennepin County Attorney's office advocates to provide advocacy services on juvenile misdemeanor and adult cases charged by the Hennepin County Attorney's Office.
- Coordinate efforts with the Managing Attorney of the Victims Services Division.
- Participate in training and related staff meetings as provided by DASC.
- Assist women with information in Order For Protection and also to filed and accompany them to court when needed.
- Prepare for and accompany women to court appointments, as needed.
- Provide back-up and support to other Victim Witness divisions at DASC.
- Maintain the connection between Casa de Esperanza and DASC staff.

- Act as liaison to community agencies.

### Teamwork Environment

- Contribute to an effective work team. Participate in ensuring team focus on the agency mission and forwarding the agency strategy of influencing change in the domestic violence field.
- Promote cooperative efforts in effective communication, meeting challenges and decision-making.
- Provide ongoing coaching, training, support and an atmosphere for open communication.
- Assist in training volunteers and new staff as needed.
- Assist coworkers in remaining outcomes- and mission-focused.
- Contribute to sustaining a positive work environment that embodies Latino cultural strengths, interdependence and communalism.
- Other duties as assigned.

### What you can Expect in This Position and from the Organization

- Working through a strength-based lens and empowerment families to self-determine solutions that will work best for their unique lives.
- 40-80 hours of initial training, shadowing, and hands-on learning at the start of the position plus DASC training.
- Satisfaction that you are supporting positive change in people's lives and helping the movement to end domestic violence.
- Your opinion to be valued and considered when making local and national organizational decisions.
- Generous Personal Time Off and encouragement to maintain your wellbeing and network of support.

### Qualifications

#### Education and Experience:

- High school diploma, or GED, and two years experience in an intervention setting, or
- A combination of equivalent experience and education.

#### Skills and Abilities:

- Strong written, verbal and interpersonal skills in Spanish and English required.
- Knowledge of the Latina community. Bi-cultural experience preferred.
- Knowledge of domestic violence issues preferred.
- Ability to listen and resolve conflicts effectively.
- Ability to manage multiple priorities to ensure meeting deadlines.
- Knowledge of and ability to use computers/technical resources to effectively accomplish work.
- Flexibility to occasionally work weekends, evenings or holidays occasionally.
- Ability to travel to various locations for meetings or events and must have valid driver's license and adequate auto insurance.

### 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 intended 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.

### To Apply

Send your resume and cover letter to Isaac Hitz Graff at [ihitzgraff@casadeesperanza.org](mailto:ihitzgraff@casadeesperanza.org)