



## abused Deaf women's advocacy services

### **HOTLINE ADVOCATE**

Part-Time (eligible for full time benefits), Non-Exempt Position  
[with the possibility of earning up to 40 hours per week]

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind victims of domestic violence and sexual assault, and provides prevention education to the general community.

The Hotline Advocate is a member of the ADWAS Hotline Program Team.

#### **Hotline Advocate Shift:**

*Sunday to Tuesday – 6am to 2pm (24 hours)*

*Sunday to Tuesday – 2pm to 10pm (24 hours)*

This position will be guaranteed a minimum of 24 hours each work week with the potential of working an additional 16 hours for a total of 40 hours in one work week. Each work week is Sunday – Saturday. We expect this position to cover up to 2 shifts a week to cover while other hotline advocate is out sick or on vacation if and when available.

#### **The ADWAS Hotline Advocate/Floater provides the following services:**

- Staff the Local and National Hotline
- Handle immediate access to victim's needs; provide referrals and follow up services
- Provide advocacy to callers who experience barriers or lack services in their area
- Document contacts and contribute to statistical reports
- Utilize Social Media (via Facebook, Twitter, Vlogs) to raise awareness on issues related to Domestic Violence and Sexual Violence
- Plan and participate in outreach efforts
- Provides technical assistance to DV/SA agencies
- Provide coverage for staff shortage
- Perform projects assigned by Hotline Coordinator
- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural competency

#### **Expected trainings:**

- Initial 40 hour National Domestic Violence Hotline training, initial 30 hour Sexual Assault trainings, and training video, "Making a CPS Referral: A Guidance for Mandated Reporter"
- 20- hours DV training annually
- 12-hours SA training annually

**Required Skill Sets:**

- Have good rapport skills
- Ability to stay calm on crisis calls
- Strong listening skills, demonstrate compassion

**Required Qualifications:**

- Minimum of 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency in American Sign Language
- Experience in providing support services, working independently, and computer use

**Desired Qualifications:**

- Knowledge of sexual assault and domestic violence issues
- Experience in the use of Social Media

**Responsible to:** Hotline Coordinator

*Hourly Rate - \$23/hour; Medical, dental, vision and retirement package are offered.*

**To Apply:**

**Please send/email ADWAS application, cover letter, resume, and *three* letters of recommendation to: Libby Stanley, Executive Director – [execdir@adwas.org](mailto:execdir@adwas.org) or using the address on letterhead.**

**Position Open Until Filled**

*ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, persons of color, and LGBTQ-identified persons are encouraged to apply.*