



## abused Deaf women's advocacy services

### Hotline Advocate

Part-time, non-exempt shift position  
Remote work possible with in Washington State

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

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.*

### The ADWAS Hotline Advocate 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 including providing trainings
- Provides technical assistance to DV/SA agencies
- Provide coverage for staff shortage
- Perform projects assigned by Hotline Program Manager
- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural competency

12/2/2020 LDS/EB

**Required Qualifications:**

- Minimum of 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency in American Sign Language
- Bachelor's degree and/or 2 years+ of relevant work experience may substitute.
- Experience with crisis response preferred, but training offered as needed.
- Ability to be flexible, maintain personal boundaries, and use sound judgement.
- Ability to communicate well with others

**Responsible to:** Hotline Program Manager

**Essential Functions:**

- Must be able to remain in a stationary position constantly
- Must be sometimes able to use written English to produce and edit a large variety of documents
- Must be able to move inside the office and in the community rarely
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able to constantly communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to sometimes change tasks
- Must be able to rarely work outdoors in cold or high temperatures.
- Must be able to rarely move and transport up to 20 pounds.
- Must be able to constantly work independently without direct supervision.
- Must be able to never supervise staff.
- Must be able to rarely interpret data and make decisions.

To apply:

Please send/email the ADWAS application, cover letter, resume Emily Buhman – officemgr@adwas.org – or by using the address on this letterhead. Applications will not be considered until all these items have been received. Three letters of reference will be requested as part of the background check process per contractual requirements. If you require alternative methods of application or screening, please email officemgr@adwas.org.

*Pay: starts at \$21/hour  
Medical, dental, vision, and retirement package are offered.*

*Position open until filled. Interviews are scheduled as material received, so applicants are encouraged to submit early.*

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

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206-922-7088 / (206) 726-0017 fax / adwas@adwas.org / www.adwas.org

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ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.