



## *abused Deaf women's advocacy services*

### Full-Time, Exempt Position

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. Our core values are: Being Deaf-Centered, Dedication, Social Justice, Confidentiality, and Integrity.

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 AM supervises the Advocate and Therapist team. The requirement of the AM position may exceed 40 hours per week, and may require occasional adjustments in work hours, including being on the On-Call roster. This position is local in Seattle, WA.

### **The ADWAS Advocate Manager provides the following services:**

- Supervise a team of Domestic Violence/Sexual Assault Advocates, Children Advocates and Therapists.
- Coordinates with Advocate team to lead sheltering program.
- Carry out supervisory responsibilities such as planning, assigning, and directing work; track staff's training hours, conduct performance assessment; providing supervision and job coaching.
- Involved in hiring process for advocacy staff: interviewing and training employees.
- Facilitate and participate in weekly consult meetings. Also attend meetings for staff and supervisors.
- Manage the Advocate on Duty schedule and provide crisis interventions and on-call weekend as needed.
- Act as a back-up as advocate on duty when all other advocates are not available.
- Provides follow up on service recipient complaints and works with staff and survivors to resolve conflicts.
- Ensure accurate data, record keeping, and file compliance to meet funder requirements.
- Compile monthly reports and timely required reporting for the Program Director.
- Assist Program Director in preparation of budgets for the direct services team.
- Assist Program Director in preparation of the service delivery proposals for the direct services team.
- Assist with funder accreditation processes.
- Help with grants by providing data, doing research, writing, reviewing, and editing.

- Work with Property Manager to provide services to the supportive housing program and attend collaborative meetings with other agencies.
- Work with Hotline Manager to ensure efficient operations between hotline and advocacy services.
- Work closely with Program Director on Advocate Programming
- Advocate for on survivor's behalf for access with other service providers if needed.
- Oversee the client assistance requests with up-to-date and accurate recording-keeping.
- Seeks out support from co-workers & supervisor, proactively takes responsibility for self and work.
- Serve on the ADWAS Leadership Team, including strategic planning.
- Commits to practice organization' Mission Statement & Core Values; understand the anti-violence movement; educate self and others on cultural responsiveness.

**Required Qualifications:**

- Minimum of 4 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency or near native competency in American Sign Language
- Minimum 2 years of advocacy work with Deaf or DeafBlind (paid or volunteer)
- Minimum 2 years of supervisory experience
- Minimum 1 year of experience in program planning.
- In-depth knowledge of advocacy services/resources/system coordination, gender-based violence, domestic violence, sexual assault, trauma-informed approach, victim rights, immigration rights, legal rights, social justice, and understanding of victim perspectives and needs is preferred.
- Willingness to work flexible hours
- Experience with crisis response preferred, but training offered as needed.
- Experience working with and ability to interact with diverse individuals.

**Responsible to:** Program Director

**Essential Functions:**

- Must be able to remain in a stationary position constantly
- Must be constantly able to use written English to produce and edit a large variety of documents
- Must be able to move inside the office frequently
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able frequently 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 frequently 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 frequently work independently without direct supervision.
- Must be able to constantly supervise staff.
- Must be able to frequently interpret data and make decisions.

**Non-Discrimination:**

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 their services wherever and whenever necessary to ensure the success of the company.

**To Apply:**

Please send/email the ADWAS application, cover letter, resume and three professional references to 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. If you require alternative methods of application or screening, please contact us. Employees must be fully vaccinated for Covid19. Your vaccine status will be verified as part of our onboarding process. Please note medical or religious accommodation may be available once an offer of employment is made.

**Compensation:**

Starts at \$2208 per semi-monthly pay period. Medical, dental, vision, and retirement package are offered.

Position open until filled

*ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, Survivors of interpersonal violence, BIPOC, and LGBTQIA+-identified persons are encouraged to apply.*

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