



## abused Deaf women's advocacy services

### Advocate

Full-time, non-exempt position

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 Advocate provides the following services:

- Provide individualized, flexible, support and advocacy to survivors of DV/SA to assist them in creating safety plans; provide education on choices and rights; and connect with community resources
- Provide legal advocacy such as work with survivors on filling and filing protective orders; refer to legal clinics; accompany to court appointments; navigate with the survivors through legal system; give information on civil, criminal and family law, and immigration rights.
- Provide medical advocacy such as accompanying survivors to relevant medical appointments; connect to medical and mental health resources
- Work with survivors living in emergency shelter; addressing conflicts, assist with finding housing, and connect with community resources. Assist the shelter manager upon request
- Connects survivors with community resources such as legal and medical systems; public and private agencies
- Facilitate weekly support groups
- Take a role in participating projects for the agency and/or direct services program such as activities for survivors, community engagements, social justice activities, and projects to meet the needs of program/organization
- Manages crisis situations
- Seeks out support from co-workers & supervisor, proactively takes responsibility for self and work
- Maintain accurate service data in database; complete necessary paperwork and forms related to survivor services
- Documents work and submit reports thoroughly and on time. Ensure the client files are updated and prepare files for audits.
- Effectively utilizes staff, direct services, and supervision meetings

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- Participates in outreach efforts upon request such as Lobby Days, agency events, events organized by community engagement program, and vlogs.
- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural responsiveness

**Required Qualifications:**

- Minimum of 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Native or near-native fluency in American Sign Language
- Bachelor's degree and/or 2 years+ of relevant work experience may substitute.
- Willingness to work flexible hours
- 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
- Ability to be organized and have excellent time management skills.
- Ability to build rapport with survivors

**Responsible to:** Advocate Manager

**Essential Functions:**

- Must be able to remain in a stationary position constantly
- Must be often 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 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 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 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 never supervise staff.
- Must be able to rarely interpret data and make decisions.

To apply:

Please send/email the ADWAS application, cover letter, resume and three professional letters of reference to Emily – 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 email officemgr@adwas.org.

*Pay: starts at 24.04  
Medical, dental, vision, and retirement package are offered.*

*Position open until filled*

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

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.