



## abused Deaf women's advocacy services

### **Hotline Advocate**

Part-time, non-exempt shifts – 24 hours a week, with occasional on-call duty as assigned.

Remote work – must be based in Washington State with the ability to travel to our office in the Seattle as needed.

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 ADWAS Hotline Advocate provides the following services:**

- Staff the Local and National Hotline
- Coordinate 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, Vlogs etc) 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

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**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 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.
- This position will 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 references to Emily – [officemgr@adwas.org](mailto: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.

*Pay: \$21.15 to \$27.50 per hour*

*Benefits: Medical, dental, vision, life and retirement packages 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. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, Survivors of interpersonal violence, BIPOC, 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

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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.