



Job title	<i>Job & Life Skill Advocate (South County)</i>
Reports to	<i>Job & Life Skill Coordinator</i>

Position Summary

The Job & Life Skill Advocate (South County) position includes meeting with domestic violence survivors, running outreach groups, speaking with organizations, researching resources, and recording information so that it can be gathered and used by DVS. The Advocate's primary job is to help survivors be successful. The Advocate will work hand in hand with Client Advocates, Clinical Counselors and Housing First Advocates.

Areas of responsibilities

- Resume writing assistance
- Interviewing skills training
- Building client skills in terms of time management, accountability, transparency, writing skills, verbal skills
- Job hunting and finding
- Providing multiple other resources that clients need to become financially independent
- Providing Financial Education in terms of earning, saving, debt reduction, budgeting, investing, retiring
- Assist in running the Job & life Skills Workshop in the South County, twice a month.
- Attend job fairs

Duties

- Work with all DVS staff to perform outreach to survivors, including residential and non-residential DVS clients;
- Provide a wide range of services to clients to help them be successful, listed in Areas of Responsibility above;
- Ensure program quality and sustainability by developing annual goals and outcome-based performance measures in cooperation with the Job & Life Skills Coordinator and in response to South County community and program needs;
- Develop collaborative relationships with other organizations to maintain and increase support of DVS programs and residents;
- Review client records, daily logs, weekly goal plans and progress to ensure program records and documentation are maintained as required and reported on as needed at the direction of the Job & Life Skills Coordinator.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

Qualifications

The ideal candidate will have a minimum of 2-5 years' experience in providing job & life skill training and assistance to individuals. Experience with domestic violence survivors a plus. Bi-lingual English-Spanish is required (no exceptions). Bachelor's degree strongly preferred.

Working conditions

Job & Life Skills Advocate (South County) will work from home, shelter, Admin office or other areas in most cases.

Physical requirements

In the course of performing this job, the incumbent typically spends time sitting, walking, standing, listening/speaking, writing and operating a personal computer. S/he will be required to drive an automobile or use public transportation to attend meetings within the community. S/he is expected to lift and carry office records and supplies up to 40 lbs on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Direct reports

Job & Life Skill Coordinator

Starting Pay / Range

- Starting Range is \$23 - \$25 per hour, DOE (+bi-lingual incentives)
- Position Range is \$47,840 - \$65,000 per year, (+bi-lingual incentive if applicable)
- Competitive benefits and rewarding environment.

If you are a self-starter with a passion for helping others, advocating for those that are striving for their independence and educating others, we encourage you to apply for this exciting opportunity. We offer competitive compensation, bi-lingual incentives and competitive benefits packages, as well as opportunities for growth and development within the organization. Join us in making a positive impact and contributing to our mission

How to Apply

Please email your resume and cover letter to Cristina Caratachea, Director of Administration, at HR@DVolutions.org

