



Position Available: DVSA Advocate (Children, Youth and Family Services Department)
Location: Cleveland, Ohio
Schedule: Part-time (25 hours per week)
Pay Rate: \$12/hour

Program Overview: The DVSA Advocate provides programmatic support for the domestic violence/sexual assault program.

Position Description: Under the supervision of the DVSA Program Coordinator, the Advocate is responsible for working with the Program Coordinator and other staff in the programs. Basic responsibilities of the Advocate include:

Duties and Responsibilities:

- Reporting to the DVSA Program Coordinator;
- Providing case management and service coordination;
- Assist DVSA clients enrolled in the housing program;
- Providing bilingual services when needed (through bilingual capacity or working with an interpreter);
- Educating community members and service providers;
- Providing community outreach;
- Attending relevant trainings;
- Assisting with support group implementation;
- Completing necessary paperwork and reporting;
- Creating and translating program materials; and
- Attending program meetings on as-needed basis.

Qualifications:

- Must enjoy working with diverse populations;
- Must be able to work during non-traditional work hours.
- Must complete a background check (see Project Director for more information);
- Must be at least 18 years of age.
- Bilingual preferred

GENERAL INFORMATION

Interested candidates should email cover letter and resume to MaoVue, Chief Operation Officer, mvue@asiaohio.org. NO CALLS PLEASE.

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