



Position Available: **Bilingual Advocate**
Department: **Ahimsa Department Cleveland and Akron, Ohio 1.0 FTE, non-exempt**
Location: **and Akron, Ohio 1.0 FTE, non-exempt**
Schedule: **Inner-state travel may be needed**
Travel: **\$18.10 an hour starting, based on qualifications**
Wage: **\$18.10 an hour starting, based on qualifications**

SUMMARY

Asian Services In Action, Inc. (ASIA, Inc.) seeks a highly motivated, determined, and experienced individual who possesses a diversified set of skills for the **Bilingual Advocate** position. This individual is responsible for maintaining her/his own caseload, attend various trainings, and report to the Ahimsa Program Manager. The typical work schedule is Monday through Friday roughly 9am-5pm, but evenings and weekends may be necessary depending upon emergency situations or human trafficking raids.

DUTIES AND RESPONSIBILITIES

- Provide crisis management and trauma informed care to culturally specific survivors of sexual violence, domestic violence and human trafficking as a primary or secondary caseworker
- Conduct an intake assessment to determine client qualifications and needs including obtaining photocopies of client documents
- Communicate with clients in-person, on the phone, via text, via email in the appropriate language
- Provide case management and appropriate referrals to clients
- Provide advocacy in various settings including court, hospital, and law enforcement agencies.
- Attend court proceedings and provide education surrounding the criminal justice systems
- Advocate for culturally and linguistically appropriate quality services
- Identify and facilitate client transfer to emergency shelter or transitional housing
- Assist clients with various forms
- Coordinate interpreters with ASIA's Interpreting and Translations Services Department as needed
- Facilitate client centered support groups
- Provide safety planning for clients
- Assist in safe transportation for clients
- Maintain and coordinate professional relationships with community partners
- Educate the community and community partners on what Ahimsa does as well as providing education around culturally specific services
- Maintain appropriate client documentation through the Osniium database for clients
- Empower clients to meet their goals and be self-sufficient
- Continued education on various cultures and how it can affect trauma
- Work directly with the staff of both the Ahimsa department and Legal Services department for the holistic care of clients
- Work on other assigned tasks

QUALIFICATIONS

- Second language proficiency is a must (preferred language skills in Mandarin, Spanish, or Swahili)
- Experience with client crisis management if preferable; training will be provided
- Knowledge with Google drive and OneDrive;

- Proficiency with Microsoft Office, including but not limited to Word and Excel,
- Strong customer service and/or program coordination skills;
- Experience working with survivors of domestic violence/sexual assault/ human trafficking is preferable; training will be provided
- Strong interpersonal skills and ability to interact with diverse population/personalities;
- Resourceful and flexible;
- Available to work evenings and weekends as needed;
- Solid oral communication skills;
- Ability to set priorities and meet deadlines;
- Ability to work well autonomously and in a team;
- Must pass a criminal background check and have a valid Ohio State driver's license;
- Must be authorized to work in the U.S.
- Knowledge of AAPI cultures, respect for all cultures, and the ability to interact with diverse groups preferred;
- Has access to reliable transportation.

BENEFITS

ASIA, Inc. offers a competitive benefits package that includes: personal, vacation and holiday paid time off; health insurance stipend; dental/vision coverage, life, and long-term insurance; retirement contribution match; professional development opportunities; and other incentives. Part-time staff are eligible for pro-rated benefits package based on FTE.

CONTACT

Please send a cover letter and resume to HRManager@asiaohio.org. Visit www.asiaohio.org for more information. **No phone calls, please.**

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.