



## Bilingual Community Resource Advocate Job Description

### sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence and sexual assault services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

<b>Position:</b>	Bilingual Community Resource Advocate	<b>Wage:</b>	\$25-\$35
<b>Department:</b>	A Special Place	<b>Pay Basis:</b>	Hourly
<b>Reports To:</b>	ASP Director	<b>FLSA Status:</b>	Non-Exempt
<b>Hours/Week:</b>	24-32	<b>Benefits:</b>	Eligible prorated
<b>Employment Status:</b>	Regular, At Will		

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### Position Summary

The Bilingual Community Resource Advocate is stationed at A Special Place Therapeutic Preschool and is responsible for providing resource assistance and referrals to families of child victims of domestic violence, abuse and trauma.

These supportive resource assistance and referral services address critical issues such as mental health and physical health needs, food insecurity, lack of stable housing, violence and many other challenges that can have adverse effects on a student's readiness and ability to learn.

### Major Duties and Responsibilities

Under the supervision of the ASP Director, the incumbent:

1. Works with the Preschool Director to perform campus needs assessment and identify families who would benefit from resource assistance or referral services.
2. Provide intake evaluation, crisis intervention, and referral services to children, youth, and their resource families as needed.
3. S/he engages families to better understand student needs.
4. S/he develops and manages partnerships with local service providers; works with families and the community to facilitate empowering events.
5. Supports YWCA administration in making data-driven program decisions based on student data.
6. Determines major needs of overall school community.
7. Identifies gaps in service provider database.
8. Works directly with each family in need and connects them with services and other service providers.
9. Follows up with families for feedback on provided services.
10. Builds positive relationships and trust with teaching staff, students, service providers, community leaders, and other resource professionals.
11. Performs other job-related duties as assigned.

### Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.
- **Organizational Culture:** Commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

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### **Prerequisite Qualifications**

The candidate must meet the following criteria in order to be considered for employment in this position:

- **Bilingual/Spanish required.**
- **Master's degree in Social Work, Sociology or related field.**
- Experience working with children and families.
- Experience or interest working with survivors of trauma and providing trauma-informed care.
- Good to excellent oral, written and interpersonal communication skills, including ability to relate to diverse client and community population via telephone and in person.
- Two years' work or volunteer experience in a human services setting preferred.
- Satisfactorily pass TB test and a drug screen (provided by agency).
- Satisfactorily pass background check and DOJ fingerprint clearance.
- Valid driver's license, current auto insurance, ability to transport self to job-related events and education locations
- Experience with Windows operating system.

### **Physical Requirements**

Must be able to lift up to 35 pounds on an occasional basis, and stand, run, walk, sit, squat, stoop, bend, twist, turn, push, pull to interact with preschool age children. Motor skills sufficient to manipulate objects using fine and large motor skills, operate a computer workstation for several hours each day and drive an automobile providing client transportation to/from various locations. Mobility sufficient to walk up and down three flights of stairs on a regular basis and move throughout worksite and between office buildings. Visual acuity sufficient to read and supervise children indoors and outdoors in a variety of activities, including close, distant, and peripheral vision, ability to adjust focus and accurate color perception. Speech and hearing sufficient to receive and communicate detailed information clearly by phone and in person.

YWCA Sonoma County offers a generous benefits package including paid sick leave, (15 paid holidays), and a retirement plan. To apply, please send cover letter and resume to [moconnell@ywcasc.org](mailto:moconnell@ywcasc.org). No phone calls please.