



## **Come join a committed team of professionals dedicated to service!**

Safe Shores –The D.C. Children’s Advocacy Center is an organization striving for excellence as a service provider and as a workplace. Safe Shores values respect, honesty, trustworthiness, professionalism, learning and growth, taking care to give care, innovation, teamwork, and collaboration.

We are currently searching for an experienced ***Bilingual Teen Advocate***. This is a full-time exempt position, with a salary range of \$58,000 to \$70,000.

### **COVID-19 Protocol**

Safe Shores is currently working in a hybrid work environment.

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Fully vaccinated means COVID-19 vaccination and any related booster vaccination(s) is required.

### **Employee Benefits**

A summary of robust benefits for newly hired employees include:

13 days of paid vacation leave

13 days of paid sick leave

13 days of paid holidays

Paid personal leave

Paid parental leave

Birthday comp day

100 % Employer Paid medical, dental and vision insurances

Dedicated Employee Assistance Program

Employee appreciation and wellness events

Short- and long-term disability insurances

Life insurance

403(b) Retirement Plan (Employer contribution after 1 year of service)

Professional development

Reasonable accommodations may be available to enable persons with disabilities to perform the essential job duties. The following is a summary of and not an all-inclusive list of the essential job duties.

### **Summary**

The ***Bilingual Teen Advocate*** is primarily responsible for providing advocacy, crisis intervention and short-term-ongoing advocacy services as needed to Spanish speaking youth (ages 13-17) victims, their non-

offending family members as desired. Bilingual teen advocates may be the first point of contact for Spanish speaking victims of sexual assault. The focus of teen advocacy support is to help reduce trauma for youth while informing them of their rights and options. The advocate helps youth identify and access services the youth may need, acting as a liaison with other agencies and service providers and supporting them throughout the investigative process as needed. This position requires regular participation in an on-call rotation for 24-hour response. In accordance with the Sexual Assault Victims' Rights Amendment Act of 2019, this position will respond to youth in community settings such as hospitals or law enforcement agencies, as well as working from an office setting. This position will be required to respond in-person and virtually, dependent upon client needs and preferences. This position is a mandated reporter for child abuse and neglect under District of Columbia Statute §4-1321.02 when not acting within the defined role that provides an exemption to this mandate.

#### **ESSENTIAL DUTIES (Other duties may be assigned)**

- Ability to speak and write fluently in both English and Spanish
- Provide advocacy support primarily to Spanish speaking teens (and family as desired) during the initial medical and/or law enforcement response to sexual assault. Assist teens/youth in identifying options available to them.
- Provide crisis intervention and advocacy support to 13 – 17-year-old clients (and their family members as desired) as needed.
- Meet with teens/youth to assess initial needs and interest in social service, medical care, and victims' compensation needs; connect them with services as needed.
- Provide information to the teen/youth regarding trauma and the impact of trauma.
- Provide information to teen/youth about available support and service resources, victims' rights, and the multidisciplinary team (MDT) investigation process.
- Coordinate as appropriate with other involved service providers or government agencies, in accordance with the Sexual Assault Victims' Rights Amendment Act of 2019
- Provide accompaniment to teens and/or their families as needed for purposes related to victimization, including hospital visits and law enforcement interviews.
- Troubleshoot barriers to accessing services with teens and community service agencies.
- Assist the teen/youth in accessing services and provide immediate and ongoing follow-up as needed.
- Arrange emergency clothing, transportation, or other material/informational resources for clients.
- Perform a safety assessment of the teen and/or family and develop and recommend a safety plan for the teen victim and family in cases when appropriate.
- Participate in regular individual supervision, staff meetings, in service training and other meetings as required.
- Maintain and assure quality and confidentiality of electronic and paper files, statistical tracking, and inventory.
- Assist in maintenance of material needs such as gift cards, clothing bags, snacks, or other emergency items
- Must have a driver's license and ability to drive to meet clients in the community.
- Ability to successfully pass Child Protection Registry clearance and criminal background check.

#### **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities for this position.

**COMPETENCIES** To perform the job successfully, an individual should demonstrate the following

competencies:

**Adaptable** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Client-Focused** - Manages difficult or emotional client situations; responds promptly to client and family needs; solicits client feedback to improve service; responds to requests for service and assistance; meets commitments.

**Collaborative** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Dependable** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Decisive** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Diversity-Minded** - Demonstrates knowledge of Equal Employment Opportunity policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

**Ethical** - Treats everyone with respect; keeps commitments; inspires the trust of others; works with integrity and acts morally; upholds organizational cultural values.

**Interpersonally Skilled** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Mission-Driven** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

**Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.

**Professional** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Precise** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Skilled in Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Skilled in Written Communication** - Writes clearly and informatively, using standard business grammar; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

### **EDUCATION AND EXPERIENCE**

- Master's degree in social work, psychology, counseling or a related field, or bachelor's degree with at least two years of professional experience.
- LGSW or equivalent licensure in the District of Columbia required, if eligible.
- Two (2) years of professional experience, knowledge and understanding working with children, youth and families who have experienced abuse and trauma, and/or general mental health practice.
- Experience working with the criminal justice or child welfare systems.
- Ability to organize and prioritize tasks to maximize results and ensure deadlines are met.
- Ability to be a self-starter, to work independently and be flexible and adjust to quickly changing schedule, handle distractions and interruptions.
- Willingness to establish and maintain positive working relationships while collaborating with a wide range of professionals including law enforcement, social services, medical and mental health providers.
- Knowledge of cultural humility and ability to exhibit sensitivity in dealing with people of varied backgrounds, beliefs, and abilities.
- Excellent communication skills, positive attitude and professional demeanor and attitude.
- Knowledge of local community resources and programs.

### **PREFERRED QUALIFICATIONS**

- Formal training and/or certification as victim advocate or crisis counselor.

### **COMPUTER/TECHNOLOGY SKILLS**

Must be PC proficient and able to thrive in a fast-paced setting. Must have strong experience with computer technology and equipment and Microsoft Office 365, SharePoint, Outlook, Word, Excel and PowerPoint.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to touch or feel a computer, keyboard, monitor, telephone, cell phone, and talk or hear when interacting with employees. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms. The employee may regularly lift and /or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

**Candidates must submit all the following information to be considered for the position:**

1. Resume
2. Cover letter indicating your interest in the position and how your experiences will benefit Safe Shores
3. 3 professional references (must include: name, current title, address, email and phone number).

Please click the link below to apply for the Bilingual Teen Advocate position.

<https://recruiting.paylocity.com/recruiting/jobs/Details/730607/The-DC-Childrens-Advocacy-Center/Bilingual-Teen-Advocate>

**EEO STATEMENT**

Safe Shores is an equal opportunity employer and values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.