



## **JOB DESCRIPTION – ADVOCATE**

### **AGENCY OVERVIEW:**

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence. Apna Ghar empowers survivors, engages communities and elevates the issue of gender violence to endanger change. Our programs and services include a 24 hour crisis line, emergency and long term housing, case management, economic empowerment, counseling, medical advocacy, legal advocacy, supervised visitation and safe exchange services, community outreach, as well as training, education and public advocacy.

Visit [www.apnaghar.org](http://www.apnaghar.org) and follow us on social media @ApnaGharInc for more information.

### **POSITION SUMMARY:**

Advocates at Apna Ghar provide crisis counseling, relevant information on rights and options, connect to resources, and advocate on behalf of the survivors we serve. In addition, case management is a core component of the work. Competency and results are measurable against the quality and quantity of services provided, including outreach and advocacy. Weekend, evening, and overnight shifts are required. This position reports to the Programs Manager who in turn reports to the Executive Director.

### **PRIMARY RESPONSIBILITIES:**

- Assist survivors of gender violence through crisis management, safety planning, needs assessment, service planning, case management and advocacy.
- Assess service needs, provide relevant and useful information on rights and available options, and connect appropriately to resources that include education, employment, and health
- Assess housing needs, provide relevant and useful information on rights and available options, and connect appropriately to housing as well as other resources in and outside the project
- Coach clients using motivational skills to help them move along their service plan objectives
- Support clients with logistics management in case of moving into new housing
- Advocate for program participants with legal, social, medical and other systems and institutions
- Create, maintain and update resources to ensure program and program participant success
- Conduct outreach and advocacy work on issues related to gender violence
- Maintain and update files, reports, and data to meet goals and ensure program success
- Foster and sustain sharing and a collaborative environment to ensure program participant, program and agency success



- Focus on administrative tasks and facilities upkeep along with services, outreach and advocacy to ensure high quality of experience for program participants and all agency stakeholders
- Perform other duties as assigned to support Apna Ghar’s mission and goals
- Work with agency leadership including board members, as well as donors, agency partners and other stakeholders to ensure the agency’s high standards and reputation are maintained and improved
- Follow through with any other assignments and tasks related to Apna Ghar’s progress and development

### **Reporting:**

- 1) Timesheets and Time and Effort Documentation to be submitted based on payroll deadlines
- 2) Weekly Reports and email updates
- 3) Program and grant related reports

### **PREFERRED QUALIFICATIONS:**

- Bachelor’s degree or higher in social sciences, social work, psychology or related fields; or an equivalent mix of experience and education
- Minimum of 3 years of overall work experience in direct services including internships
- 40-Hour Domestic Violence certification and foundational understanding of gender violence, gender issues, and cultural competency
- Experience working with diverse populations in culturally competent settings
- Excellent interpersonal and intercultural communication skills; excellent oral communication skills and ability to participate in public events and group settings; excellent conflict management and conflict resolution skills
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Fluency in a second language preferred
- Knowledge of local resources and services and ability to network and collaborate with other orgs to access these

### **APPLICATION PROCESS**

Submit resume and cover letter to **[employment@apnaghar.org](mailto:employment@apnaghar.org)** with “Advocate” in the subject line. No phone calls, please