



## **JOB DESCRIPTION – ADVOCATE (SHELTER/SAFE HOME)**

### **AGENCY OVERVIEW:**

*Apna Ghar provides holistic services and conducts advocacy across immigrant communities to end gender violence. Apna Ghar empowers survivors to be self-sufficient through comprehensive, culturally competent programs and services including housing, advocacy, counseling and case management. In addition, we conduct outreach, institutional and policy advocacy to create better conditions for the survivors we serve.*

Visit [www.apnaghar.org](http://www.apnaghar.org) and follow us on social media 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 measure against the quality and quantity of services provided, including outreach and advocacy. 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
- Advocate for program participants with legal, social, medical and other systems and institutions
- Assist program participants with service needs including housing, education, employment, legal, and health services
- 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



## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree or higher in social sciences, social work, public policy, or related fields
- 40-Hour Domestic Violence certification and foundational understanding of gender violence and gender issues
- 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

## **APPLICATION PROCESS**

Submit resume and cover letter to [info@apnaghar.org](mailto:info@apnaghar.org) with "Advocate" in subject line. No phone calls, please.