



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## Job Announcement

**POSITION TITLE:** Domestic Violence Victim's Advocate/Program Assistant

**PROGRAM:** Domestic Violence

**REPORTS TO:** DV Program Director

**STATUS/PAY:** Nonexempt Regular Full Time (37.5 hours/week)

**PURPOSE:** Provide support, advocacy, referral, interpretation, and social services to refugee/immigrant victims of domestic violence. Work with program staff to conduct domestic violence community outreach and education. Provide support group sessions for women. Work collaboratively with other domestic violence and social service agencies to meet the needs of clients. Support the DV Program Director and provide administrative support in several areas relating to the OVV grant.

### RESPONSIBILITIES:

- Provide outreach, support, advocacy, referral and case management services to domestic violence clients
- Provide community education to mainstream service providers and refugee and immigrant men and women
- Collect data and complete reports on clients
- Work with other DV staff and program manager to monitor and evaluate program performance, improve existing programs, and identify new needs
- Provide interpretation services as needed
- Conduct domestic violence community outreach and education presentations
- Assist clients with obtaining legal assistance and other appropriate community resources
- Perform standard office duties as required
- Maintain accurate files, monthly reports and paperwork
- Assist in preparing program/financial billing reports
- Sort, record and file written material in alphabetical or subject order and maintain filing system.
- Assure accessibility of information
- Organize and maintain all general office and client files.
- Gather, write and prepare information and packets.
- Make photocopies, type letters and documents as assigned.
- Create and/or organize and actively manage hard copy and electronic files for

- department and program director.
- Attend program and staff meetings and training as needed
- Other related duties as assigned by program director.

**LEGAL ADVOCACY:**

- Provide systems advocacy to domestic violence client; serve as an advocate on behalf of clients in need of legal assistance and educate clients about legal resources in the community
- Work together with Family Law and immigration attorneys to assist clients and help them effectively navigate the legal system
- Prepare letters of support and translation of clients' declaration when necessary for immigration cases
- Provide safety planning and assist client with obtaining protection and orders and accessing other legal assistance; accompanying them to criminal and family court proceedings
- Provide interpretation services to clients as needed and educate refugee and immigrant communities about legal system in the United States

**MINIMUM QUALIFICATIONS:**

- Fluency in Arabic and English with strong verbal and written communication skills
- BA degree in social services, psychology, counseling, social work, or related field
- Minimum two years paid or volunteer experience working with refugee/immigrant women in social services
- One-year experience working with victim advocacy, counseling and services
- Excellent computer skills(proficiency in Microsoft Word, Excel Access and Outlook)
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Commitment to teamwork and collaboration
- Knowledge of domestic violence issues and a commitment to ending violence against women and children
- WA state driver's license and vehicle insurance

POSTED: December 2, 2009

CLOSING DATE: Open until filled

FOR CONSIDERATION: Please send resume with cover letter and four professional references to: Refugee Women's Alliance, 4008 MLK Jr Way S Seattle WA 98108. Fax (206)721-0282. Email: [abi@rewa.org](mailto:abi@rewa.org)