



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **LIMITED DURATION PART-TIME HOME SAFE PROGRAM SURVIVOR ADVOCATE**

New Beginnings strives to build a meaningful, welcoming, and equitable workplace, inclusive of diverse voices, experiences, and perspectives. New Beginnings is an equal opportunity employer. Survivors, Black, Indigenous, people of color, and LGBTQIA+ people strongly encouraged to apply.

We offer a variety of supportive services to individuals and families who are building new lives free of abuse. We take pride in offering services that focus on healing and empowerment, recognizing how trauma and its aftermath can affect each individual differently.

**New Beginnings values your lived experience. To apply, please email a cover letter detailing your abilities relative to this position along with your resume to [info@newbegin.org](mailto:info@newbegin.org)**

**Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org)**

- RESPONSIBILITIES:** Provides culturally competent, trauma informed services and prevention education to survivors of domestic violence. Main work site is in north Seattle. Some travel required to provide mobile advocacy.
- REPORTS TO:** Home Safe Program Assistant Director
- HOURS:** 20 hours per week; Monday through Friday, for one year
- COMPENSATION:** \$24 per hour. This position is non-exempt.

#### **RESPONSIBILITIES**

##### **Supportive Services**

- Provides emotional support, safety planning, financial assistance and individual advocacy for survivors of domestic violence.
- Carries a case load of approximately 6 clients; estimated 5 in shelter and 1 in RRH, though these numbers may shift.
- Provides information and referral regarding public benefits, legal issues, medical care, mental health services, chemical dependency support, financial planning, employment, and other individual needs.
- Ensures that services provided reflect and contribute to agency efforts to promote equity and social justice.
- Provides ongoing case management involving financial planning and the provision of rental assistance to survivors who are accessing rapid re-housing or homelessness prevention services.
- Incorporates trauma informed, best practices into advocacy work with survivors.
- Incorporates domestic violence prevention education into supportive services with survivors.
- Provides crisis intervention and emotional support to participants.
- Collaborates closely with Housing Advocates to ensure participants are prepared to secure and retain housing.
- Collaborates closely with Youth and Family Advocates to ensure participants' parenting needs are met.
- Collaborates closely with other Survivor Advocates to identify and support participants who qualify for emergency housing or rapid re-housing services.
- Maintains complete and appropriate participant files.
- Coordinates interpreter or ASL services for non-English speaking or deaf/hard of hearing participants.
- Provides post-exit contact with participants as determined by program needs or funding contracts.
- Performs other duties as assigned.

**Survivor Triage**

- Screens survivors to identify which housing services are appropriate to their needs.
- Facilitates entrance into emergency housing at New Beginnings' Bridge Housing

**Data Integrity**

- Enters consistently complete, accurate and appropriate participant and service data into the agency database in a timely manner.
- Submits timely and accurate expense information with back up documentation.
- Responds to meet data needs identified by the Program Directors or data staff.

**Community Networking**

- Maintains extensive knowledge of community resources for the benefit of survivors.
- Maintains positive working relationships with other domestic violence and service agencies in the community.
- Attends community meetings as requested by the Assistant Program Manager or Program Director.

**Teamwork and Professional Development**

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high-quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

**QUALIFICATIONS**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- Willingness to learn about and promote equity and social justice within and outside of New Beginnings.
- At least two years of experience providing survivor-centered advocacy. Related experience in non-domestic violence agency settings will be considered.
- Demonstrated ability to work with diverse survivors in a welcoming, supportive, culturally competent manner.
- Demonstrated ability to exercise flexibility and creativity in helping survivors overcome a variety of barriers to well-being and housing stability.
- Possession of a valid Washington State driver's license and access to reliable personal car.
- Ability to take initiative and maintain accountability to colleagues while providing services in a variety of settings.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Strong attention to detail and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, Russian, African languages, or Arabic a plus.