



Martha's Vineyard Community Services, Inc.

Bilingual Community Advocate

Job Description

Reports to: Outreach Coordinator
Program: CONNECT
Classification: Non-Exempt
Department: 811
Date:
Approved:
Next Review Date:

SUMMARY:

Under the supervision of the Outreach Coordinator, this part-time position develops and implements culturally-specific programming for survivors from the Brazilian community. In partnership with the Outreach Coordinator, this position provides co-facilitation for supportive groups for survivors of domestic violence and sexual assault as well as for secondary survivors. The Bilingual Community Advocate provides interpretation and translation for program services as needed. This position fulfills the responsibilities of a domestic violence and rape crisis counselor by providing supportive counseling, advocacy, crisis intervention, and case management services to survivors of domestic and sexual violence through intensive, comprehensive, and culturally competent services. The position requires an advanced skillset and experience working with survivorship and has intimate knowledge of the unmet needs and issues present within the island Brazilian population. Must possess verbal and written fluency in Brazilian Portuguese.

Job Responsibilities and Essential Functions (essential functions*):

- 1. Develops and provides culturally-specific services and programming*:**
 - a. Assess, develop, facilitate and coordinate culturally-specific programming for the Brazilian community
 - b. Meet at least once weekly with Outreach Coordinator for supervision
 - c. Document and communicate progress on campaigns, groups, outreach efforts and other projects as assigned
 - d. Provide training to CONNECT staff on cultural competency
 - e. Provide interpretation and translations services as needed
 - f. Maintain complete and accurate records and statistics as required by funding sources
 - g. Adhere to all funder, agency, and program policies and procedures, including agency policy on confidentiality

- 2. Provides outreach, training, and education to the community*:**
 - a. Collaborate with service providers within MVCS and outside of the agency for inclusive and accessible programming

- b. Provide direct services to co-advocacy agency
- c. Expand reach of awareness and education efforts by collaborating with Community Advocate to create new opportunities
- d. Participate in awareness activities on nights and weekends as needed

3. Supports CONNECT events and administrative needs*:

- a. Distribute information and flyers for CONNECT-sponsored and affiliated events
- b. Complete registrations and remain current on opportunities for program involvement
- c. Support organization of CONNECT Advisory Committee and other programmatic events
- d. Complete various program administrative tasks at the direction of the Division Director

4. Fulfills the responsibilities of a trained Domestic Violence and Rape Crisis Counselor*:

- a. Provide supportive and advocacy services for survivors and secondary survivors of domestic violence and sexual assault in accordance with M.G.L. ch 233 sec 20j and 20k in-person, at approved off-site locations, and via phone/virtual technology
- b. Facilitate traditional and non-traditional support groups and workshops for survivors and secondary survivors
- c. Fulfill 24 Hour Crisis Hotline coverage through safety assessment and coordination of services during business hours, evenings and nights, and during weekends as assigned
- d. Participate in awareness, outreach and prevention activities
- e. Maintain complete and accurate records and statistics as required by funding sources
- f. Adhere to all funder, agency, and program Policies and Procedures, including agency policy on confidentiality
- g. Complete other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in psychology, and/or related fields or equivalent lived experience
- Possess self-discipline to meet position expectations and job responsibilities as scheduled
- Written and verbal fluency in both English and Brazilian Portuguese
- Strong ability to multi-task and adapt to change in a complex and sensitive environment both independently and as part of a team
- Possess and actively practice strong communication skills, compassion, empathy, patience, discretion, confidentiality, integrity and professionalism
- Demonstrate basic knowledge of the dynamics and causes of domestic violence and sexual assault and a commitment to end gender-based violence as a social issue
- Possess acute critical thinking and problem-solving skills
- Work effectively with persons who have diverse styles, abilities, motivations and backgrounds
- Demonstrate excellent organization skills and follow-through
- Work a variety of schedules depending on the needs of the program

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date