



SKAGIT DOMESTIC VIOLENCE & SEXUAL ASSAULT SERVICES

## **IMMIGRANT SERVICES COORDINATOR**

**Classification:** FT Non-Exempt, Temporary Position, 35 Hrs./Wk.

**Responsible To:** Associate Director

**Wage:** \$15-\$19/hr., Based on grant funding

**General responsibilities:** As a member of the staff team, the Immigrant Services Coordinator will work collaboratively with state and local grant partners to bring advocacy services to immigrant victims of DV and SA and help them access their rights under the VAWA. This position will educate community leaders and fellow staff on issues affecting immigrant victims; ensure underserved populations have access to agency services; participate fully in all agency programs; deliver a weekly educational radio show; and build capacity for the agency to serve immigrant victims effectively beyond the term of the grant.

### **Immigrant Services Coordinator Responsibilities**

- Conduct outreach to identified underserved populations and identify their service needs and existing resources
- Establish and maintain connections with agencies/entities serving underserved populations and bring that info to staff
- Assist the agency in developing more appropriate services for underserved populations; reduce existing barriers
- Ensure that agency forms, information, and materials are available in multiple languages
- Train and coordinate staff and volunteers to effectively support immigrant victims on immigration relief procedures
- Increase the capacity for the agency staff and volunteers to better serve immigrant victims of DV and SA
- Participate in statewide grant partner meetings
- Provide direct services to clients including crisis intervention, advocacy-based counseling, legal and medical advocacy, information and referrals, safety planning, etc.
- Work with public and private systems to advocate for the best interest of survivors
- Provide coverage of the 24-hour hotline as specified by the staff rotation schedule and respond, when needed, to the shelter, hospitals, court, or Children's Advocacy Center anytime during those shifts
- Diligently complete paperwork on all client and agency services provided; compile reports as requested by supervisors
- Attend all required staff meetings
- Provide presentations on agency services and on issues of DV or SA to community groups
- Assist with and participate in agency events including outreach and educational activities
- Participate in the training/supervision of agency volunteers
- Adhere to scope of work and reporting requirements of the specific grants funding the position

- Complete 12 hours of SA and 20 hours of DV training each year and submit training records
- Perform other duties as assigned

### **Minimum Qualifications**

- Bilingual in Spanish; excellent English/Spanish writing, speaking, and translation skills; computer competency
- BA in social services/related field and 2 years' experience *or* equivalent of both
- Demonstrated skill working with underserved populations and diverse cultural and ethnic communities
- Successful completion of 32 hours of accredited DV/SA training upon hiring
- Successful completion of a criminal background check
- Must have a dependable vehicle, valid WA state driver's license, and proof of insurance
- Must be willing to follow directions, work independently and as a team member
- Ability to handle the stress of crisis work and respond to many demands simultaneously
- Must be able to maintain strict confidentiality
- Sensitivity and knowledge of the issues regarding DV/SA
- Ability to work with individuals from diverse economic, cultural, and social backgrounds
- Must believe in an anti-oppression model and be committed to ending violence against women and all forms of violence
- Ability to represent the agency to the public in a positive and professional manner at all times
- Ability to work collaboratively and effectively with community organizations
- Must be willing/able to take on-call shifts for the 24-hour hotline as part of the staff rotation

### **Preferred Qualifications**

- Knowledge of public/private resources in Skagit County
- Experience working with community groups, local governments and criminal justice systems personnel

It is our policy and in accordance with our commitment to eliminate discrimination that Skagit DVSAS provide equal employment opportunities and services to whoever seeks them regardless of race, religion, disability, gender, national origin, sexual orientation, age, ethnicity, income, veteran status, or other identifier.

*I have read and understood this job description.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_