



JOB DESCRIPTION

TITLE: COMADRE/FAMILY ADVOCATE

JOB SUMMARY: The Comadre/Family Advocate assists victims of domestic violence, both at ¡HICA! and in the community to develop, pursue and achieve their goals to live free of violence while promoting ¡HICA!'s mission.

REPORTS TO: Strong Families Team Leader

DATE: 04//2011

RESPONSIBILITIES

- Assist women and children to identify goals and methods to achieve them
- Provide supportive listening
- Provide information about and help women access relevant resources
- During acute situations, assist women in deciding upon a course of action
- Maintain knowledge of current resources
- Make referrals for mental health when needed
- Work with women and children in the community
- Establish and facilitate house meetings on a regular basis
- Establish and facilitate regular supportive group meetings
- Constructively help residents resolve conflicts when necessary
- Provide training or information about domestic violence and Latino realities to other organizations
- Provide clear and timely work documentation for reporting purposes.
- Other duties as assigned.

QUALIFICATIONS

- High School diploma and experience working with immigrants, particularly victims of domestic violence.
- Bilingual/Bicultural English/Spanish, preferred
- Excellent verbal and written communication skills required.
- Ability to listen and resolve conflicts effectively
- Ability to manage multiple priorities to ensure meeting deadlines
- Flexibility to occasionally work weekends or holidays.
- Working knowledge of Windows Operating Systems and MS Office.
- Valid driver's license, automobile insurance and reliable transportation.

COMPENSATION

Competitive Salary, Blue Cross Blue Shield of Alabama Health, Dental, and Vision insurance paid at 100% for employee, retirement plan with up to 3% matching after one year of service, 18 days paid time off first year of employment.

APPLY

Please send a cover letter and resume to Isabel Rubio, Executive Director, at irubio@hispanicinterest.org before Friday, March 16th. No phone calls please.

ABOUT ¡HICA!

The Hispanic Interest Coalition of Alabama is the oldest Latino organization in Alabama. ¡HICA! seeks to promote the social, civic and economic integration of Hispanics through our programs. Our vision is a community where everyone can take advantage of opportunities to achieve their dreams to improve their quality of life.

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.