



## **Compass Center for Women and Families Latinx Group Coordinator and Victim Advocate Position Description**

**Job:** Latinx Group Coordinator and Victim Advocate

**Reports to:** Director of Latinx Services

**Hours:** Part-time position, 28 hours per week

**Benefits:** Pro-rated Paid Time Off (PTO), holiday pay, and option to participate in 403(b) Retirement Savings Plan

**Classification:** Part-time, non-exempt to FLSA; some evening and weekend hours will be required

**Salary:** \$17.43 per hour

**Organization Summary:** Compass Center for Women and Families helps all people navigate their journey to self-sufficiency, safety, and health. We empower individuals and promote equal access to opportunity regardless of gender or economic status. We are proud to serve over 6,000 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center is also closely connected to Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to safe relationships in middle school health classes.

**Position Summary:** The Latinx Group Coordinator and Victim Advocate is a part-time position working 28 hours per week finalizing and implementing the group program for Spanish-speaking victims of domestic violence and providing coverage on Compass Center's 24-hour hotline.

### **Essential Job Duties and Responsibilities:**

- Finalize and implement a support group program for Spanish-speaking victims of domestic violence focused on healing from abuse and supplementing parenting skills following abuse that can be replicated by other agencies across the state.
- Serve as a facilitator of Spanish-language support groups.
- Provide culturally competent direct services to victims of domestic violence through the 24-hour hotline and in person in both Spanish and English.
- Provide daytime hotline coverage in Spanish and English.
- Provide back-up support to primary hotline advocates in accordance with the agency's hotline back-up responsibilities guidelines.
- Provide follow-up with clients as appropriate and necessary.
- Coordinate with Housing Coordinator and Director of Latinx Services to communicate with housing clients.
- Maintain proper documentation of client contacts.
- Translate documents and interpret as needed.
- Communicate with Director of Latinx Services about any Spanish-speaking clients served who require additional support or assistance.
- Other duties as assigned by supervisor.

### **Qualifications:**

- Bachelor's or Associate's Degree preferred though equivalent experience will be considered
- Fluency and/or native speaker in written and verbal Spanish and English.

- Have a solid understanding of interpersonal violence and its effect on individuals and families, and working knowledge of the role that barriers play in reaching out for support and connecting with community resources and the justice system
- Knowledge of or experience working with parents and families is a plus not a requirement
- Demonstrate experience facilitating support groups.
- High sensitivity to unique barriers faced by immigrants and demonstrated enthusiasm and willingness to advocate for clients to minimize barriers.
- Ability to perform job duties with a high degree of initiative and professionalism, demonstrated sound judgment, and outstanding communication skills.
- Possession of a valid driver's license, of automobile insurance, and reliable vehicle preferred.

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and 3 professional references (prefer at least one a direct supervisor) to [employment@compassctr.org](mailto:employment@compassctr.org). Please include the job title in the subject line of the email. No phone calls please. Applications will be reviewed as they are submitted and they will be accepted until the position is filled.