



Eau Claire Area Hmong Mutual Assistance Association, Inc
Sexual Assault (*Ntuj Tshiab*) Advocate Position Description and Responsibilities

Position: Sexual Assault (*Ntuj Tshiab*) Advocate

Immediate Supervisor: Advocacy Program Manager

Classification: Professional

Status: Full-time, Non-Exempt

This position is based on grant funding; therefore, hours may be reduced when funds decrease.

Description: The *Ntuj Tshiab* Advocate position is a full-time position which provides services to victims and survivors of sexual violence and other victims of crime. The *Ntuj Tshiab* Advocate's responsibility is to fulfill the objectives outlined in the project while focusing on the mission and vision of the Eau Claire Area Hmong Mutual Assistance Association, Inc. The *Ntuj Tshiab* Advocate coordinates a culturally and linguistically specific program to serve Hmong victims of sexual violence and other victims of crime.

Services include but are not limited to supportive counseling, accompaniment with victims and survivors to legal, medical and/or other needed appointments within the scope of providing victim services, and conducting community outreach and educational events. The *Ntuj Tshiab* Coordinator works in Eau Claire, Chippewa, and Dunn Counties to provide bilingual and bicultural services to victims and survivors of sexual violence and other victims of crime, as well as provide educational programming and outreach to youth and elders.

The *Ntuj Tshiab* Coordinator is a member of the Advocacy Program Team and works with other team members to provide advocacy services to (dual) sexual assault and domestic violence victims and/or survivors.

Qualifications: A BA/BS in a human service-related field OR a combination of relevant education, employment, and/or life experience is preferred. Bicultural & bilingual in English and Hmong is required. Experience with crisis intervention and knowledge of community resources is preferred. A clear understanding of the Hmong culture and interest in the individual and social dynamics relating to adult victims of sexual violence, domestic violence, stalking, and harassment is needed. Proficiency with productivity software such as Microsoft Office is preferred. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity, and cooperation with clients, co-workers, management, and the general public is needed. Must have own transportation and motor vehicle insurance. Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.

Salary: Compensation is based on experience with a starting annual pay range of \$35,000.00 to \$37,440.00

Hours:



This position is 1.0 FTE at 40 hours per week. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Duties may require working some nights and weekends to accommodate organizational needs. Travel may be required as needed.

Principal Duties and Responsibilities:

1. Provides advocacy to survivors of sexual violence and other victims of a crime in accordance with their self-defined needs, such as referrals to community agencies, shelter, crisis intervention, supportive counseling; education and counseling related to domestic violence and sexual assault; safety planning; resources and/or referrals to social service agencies; Crime Victim Compensation information; assessment of individual needs; appropriate conflict resolution skills that are culturally sensitive and non-judgmental by exercising discretion and judgment to assure the individual needs of the client are met
2. Responds to the emotional, psychological, or physical needs of sexual assault or other crime victims
3. Develops and leads culturally appropriate outreach strategies to engage the Hmong community in addressing sexual assault, stalking, and domestic violence
4. Facilitates culturally specific support groups
5. Participates in public education work within the service area
6. Partners with and participates in community collaboration by actively contributing to committees advocating against sexual assault such as local law enforcement, court administration, city and county attorneys, and other community agencies to increase client safety
7. Assists victims to understand and participate in the criminal justice system
8. Communicates concerns of the organization and client needs with co-workers and management daily to assure efficient operation of the organization. Includes but is not limited to personal care items for the client, program needs, office supplies, and maintenance needs
9. Attends and participates in meetings within the organization as assigned by supervisor
10. Attends and participates in planning and is present at functions that promote the organization.
11. Assures appropriate and timely record keeping including but not limited to entering daily data (includes computer and paper forms)
12. Completes necessary program reports
13. Assists in gathering information for grant reporting purposes such as providing client stories, numbers of clients served, etc.

Other Responsibilities and Requirements:

1. Has reliable transportation, a valid driver's license, and vehicle insurance
2. Is committed to professional development and requests to attend a minimum of two trainings per year outside of the organization. These trainings must be related to domestic violence, sexual assault, stalking, harassment or related areas
3. Maintains a clean, organized, and comfortable environment within the organization, which may include assigned janitorial work



4. Trains and supervises volunteers as appropriate, ensuring volunteers receive a well-rounded experience
5. Performs other duties as assigned by supervisor
6. Desire to learn and grow professionally

Physical Demands:

1. Work with frequent interruptions
2. Frequent walking, standing, ascending steps, descending steps
3. Lifting to approximately 20 pounds and occasional lifting of more may be required
4. Bending, stooping, reaching, twisting, typing, and grasping
5. Driving an automobile with or without passengers
6. Vocal communication is required for expressing or exchanging by means of the spoken word
7. Hearing is required to perceive information at normal spoken word levels
8. Visual acuity is required for monitoring and determining needs of clients, reading forms, and entering data
9. Moderate exposure to bacteria and communicable diseases
10. Occasional exposure to physical risk
11. Maintain emotional control under stress

Environmental Factors:

1. Work is normally performed in an office setting but is not limited to the organization
2. Constant interpersonal interactions including speaking and hearing within an office environment

Additional Responsibilities

Complete other duties as designated by the Executive Director and Advocacy Program Manager and must be able to work varying hours as needed, including nights and weekends.