**Wisconsin Rapids Family Center, Inc.**

# HMong Advocate

Provide culturally competent, bi-lingual services to HMong victims of abuse, education/training to the community on related issues, and close collaboration with resources/agencies. Supervised by the HMong Services Coordinator.

**QUALIFICATIONS**

* High School Diploma
* 1 year experience working with families or individuals in a supportive manner
* Ability to speak HMong fluently
* Knowledge of HMong culture and community
* Understanding of domestic and sexual abuse dynamics
* Understanding of trauma-informed practices
* Good communication (oral and written) and interpersonal skills
* Ability to work independently and as a team
* Understanding of Microsoft Office
* Ability to handle multiple tasks simultaneously and meet deadlines.
* Strong ability to be non-judgmental and flexible and ability to work with people from diverse cultural, racial, socio-economic and lifestyle backgrounds
* Dependable, strong work ethic
* Have and maintain a safe driving record and valid driver’s license
* Ability to maintain confidential counseling and advocacy relationship
* Ability to handle crisis situations in a fast-paced environment.
* Ability to represent Wisconsin Rapids Family Center in a professional manner
* Good active listening skills
* Strong sense of professional ethics and boundaries
* Successfully complete annual background check

**JOB RESPONSIBILITIES**

* Provide culturally competent, victim-centered services/programs for HMong youth and adults affected by domestic violence/sexual assault.
* Provide direct services to HMong victims utilizing shelter and non-shelter services, including, but not limited to:
* Supportive Counseling
* Outreach
* Advocacy (economic, medical, civil legal, personal, and criminal justice system support & advocacy)
* Group activities
* Information and referral
* Crisis intervention
* Transportation (Transporting client/children)
* Assist HMong victims with outreach services, food pantry, language access for services, and assist them in navigating and understanding community systems.
* Provide support/educational groups for HMong children/youth and adults with a focus on emotional support, coping skills, safety planning, healthy relationships and resiliency.
* Conduct other group activities, such as cultural and social activities, storytelling, self-reflection, education-oriented group activities.
* Provide outreach to the HMong community that builds trust, safety, comfort and access to services.
* Conduct public awareness, education and training presentations to engage victims and make potential clients aware of services.
* Educate the HMong community, service providers and the general community on the root causes and dynamics of domestic abuse, especially within the cultural context in the HMong community; the dynamics of oppression and historical trauma; and response options.
* Provide presentations on HMong culture to the community to better understand HMong history, culture and beliefs.
* Working as a team, assist in case management for adult/teen victims of domestic abuse and their children.
* Provide comprehensive follow-up services, which provide the necessary support for the client to achieve their goals.
* Meet grant goals, objectives and activities described in the grants which fund this position. Comply with special grant conditions. Assist with grant reporting.
* Keep staff informed of client status and provide case updates at staff meetings.
* Collaborate with resources/agencies working with HMong on a local and regional basis.
* Participate in regional and state-wide HMong Advocacy groups as appropriate.
* Provide ongoing training to Family Center staff/volunteers on cultural issues and the unique needs of HMong individuals.
* Conduct prevention activities, particularly for HMong youth.

**GENERAL DUTIES**

* Maintain required client records in accordance with Wisconsin Rapids Family Center procedures to ensure confidentiality.
* Collect and maintain accurate data for statistical and grant reporting purposes as directed.
* Participate in the on-call schedule some days/weekends/holidays
* Provide shelter coverage as needed - occasional overnights
* Maintain positive and ethical relationships with clients, co-workers, supervisors and community members.
* Attend all staff meetings and committee meetings as assigned.
* Maintain professional relationships with clients.
* Promote/represent Wisconsin Rapids Family Center in a positive manner through community education, collaborations and public relations efforts.
* Represent Wisconsin Rapids Family Center on community task forces, committee meetings, etc. as assigned.

*While this job description is meant to provide information about the typical duties of this position, it is not all encompassing. Other duties may be assigned from time to time and other tasks related to the duties may be required.*

*Wisconsin Rapids Family Center expects all employees, when time and job responsibilities permit, to lend necessary support to other programs or staff in the agency, when a request is made or when the need is apparent.*