

**TACOMA
COMMUNITYHOUSE**
IMMIGRATION • HOUSING • EDUCATION • EMPLOYMENT • ADVOCACY
TCH • REACH CENTER



POSITION TITLE:	Bilingual Legal Advocate (Spanish)	REPORTS TO:	Executive Director
EMPLOYMENT TYPE:	Regular, Non-Exempt	SALARY RANGE:	\$48,400-\$51,100 annually + 2% for multilingual skills
SCHEDULE:	Typically M-F, 8a – 5p	PRIORITY CONSIDERATION BY:	8/1/2022

JOB SUMMARY:

Tacoma Community House is a nationally respected, community-based service center for immigrants, refugees, and members of the South Sound community seeking enrichment and pathways to self-sufficiency. Since 1910, we have helped countless individuals gain the skills they need to transition out of poverty, navigate a new culture, and find personal and professional success.

Our Advocacy department provides services for victims of crime, including domestic violence and sexual assault, as well as services for young adults in need of rapid re-housing. We provide clients with resource access as we work to educate, support, and empower survivors and homeless young adults. We also work with partner organizations to provide clients with additional resources to guide them towards safety and stability.

The Bilingual Legal Advocate at Tacoma Community House provides advocacy services to immigrant and limited English-speaking survivors of domestic violence, sexual assault, and other crimes to improve their sense of safety and access to resources. The Bilingual Legal Advocate will manage a caseload and meet with clients at the office as well as offsite locations.

Individuals with personal, shared, or lived experience as an immigrant or refugee are strongly encouraged to apply.

NOTE: This position requires working onsite and includes in-person contact with staff and clients while observing social distancing and other COVID-19 safety protocols.

APPLICATION PROCESS

Please e-mail a resume and brief cover letter that *specifically addresses how your background makes you the best fit* for this position to Jobs@TacomaCommunityHouse.org. References will be requested

KEY RESPONSIBILITIES:

- Screen victims of domestic violence/sexual assault/victims of crime who are seeking access to program services
- Assess clients’ needs (food, medical, housing, benefits, counseling, etc.) and provide the necessary community referrals
- Complete a safety plan with each client

- Provide domestic violence/sexual assault/victims of crime education to clients, community organizations, police, and prosecutor's offices
- Provide referrals to legal aid organizations, offer court support and assistance in filing protection orders
- Gather necessary documents for qualifying VAWA cases
- Provide interpretation and/or translation of documents as needed
- Document client services for program reports
- Attend community meetings
- Other duties as assigned

REQUIREMENTS

Personal –

- Ability to establish rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds
- Deep respect and compassion for underserved communities
- Commitment to inclusivity and equity, as a goal and an approach
- Detail-oriented with high level of accuracy
- Dedication to maintaining confidentiality and the ability to determine how it must be applied
- Understanding of the dynamics and impact of violence on individuals
- Demonstrated ability to appropriately intervene and lead in crisis situations
- High degree of emotional maturity and cultural competence, particularly as it relates to working with immigrant and LGBTQIA+ populations, people of color, and at-risk youth and young adults
- Dedication to providing services in an inclusive and non-judgmental manner
- Desire to innovate and implement ideas resourcefully, as an individual contributor and within the team
- Willingness to admit mistakes and learn new things
- Adhere to agency and funder guidelines of service delivery and performance

Experience & Skills –

- Bilingual in Spanish and English
- Excellent communication skills in both languages, both written and oral
- Ability to complete core training for domestic violence, sexual assault, and victims' services within the first 90 days of employment
- Ability to prioritize and respond quickly in critical situations
- Strong analytical and critical thinking skills
- Ability to work independently in a collaborative team environment
- Ability to organize and prioritize multiple projects and meet deadlines
- Highly proficient computer skills, including Microsoft Suite, database management, and word processing
- Ability to work collaboratively with community partners, including clients, government agencies, and other service providers

Other –

- Wear appropriate business attire
- Reliable transportation and a valid driver's license with proof of insurance
- Required to carry an agency provided cell phone during all work hours
- Willingness to submit a background check and openly discuss
- Must be eligible to work in the United States

PREFERRED QUALIFICATIONS

- Experience working as a victim or community advocate
- Knowledge of case screening and intakes
- Knowledge of and/or formal training the following areas: Equity, inclusion, and anti-racist practices; Cultural competency in issues faced by immigrants, refugees, youth and young adults, victims of crime, and LGBTQ individuals
- Knowledge of Pierce County resources for low-income populations
- Knowledge and understanding of Pierce County's immigrant and refugee population
- Postsecondary degree in social services or related field OR equivalent combination of related experience and/or education
- Experience implementing program guidelines and establishing and maintaining effective working relationships with clients
- Knowledge of databases, including Salesforce
- First aid/CPR certification

PHYSICAL REQUIREMENTS & WORK CONDITIONS

While performing the duties of this job, the employee is *regularly* required to:

- Remain in a stationary position for extended periods of time
- Operate a computer and other office equipment, such as copy machine or calculator
- Traverse around the building from one room to another
- Access files and/or supplies in cabinets and/or drawers close to the ground
- Communicate with coworkers and with clients whose primary language may not be English
- Review electronic and physical data for accuracy

While performing the duties of this job, the employee may *occasionally* be required to:

- Transport up to 20 pounds at a time
- Access files and/or supplies in tall cabinets
- Use metal fasteners in file folders
- Traverse throughout the community, often in outdoor settings
- Meet clients in the community at various locations

This position works indoors, primarily in an office environment with a low level of noise but occasionally in a classroom or lobby setting with higher noise levels. This position may also occasionally require work outdoors and/or offsite, requiring reliable transportation. There may be opportunities for this position to work remotely on occasion and/or to work a flexible schedule, with supervisor approval and dependent on the needs of the department. Individuals in this position may be expected to navigate difficult and uncomfortable situations while working with participants who have suffered trauma.

WHY WORK AT TACOMA COMMUNITY HOUSE?

Your paycheck is only part of your total compensation package. Employees also have access to a benefits package worth about 25% of your salary.

Insurance – We offer a comprehensive health care benefits package including medical, dental, and basic life insurance.

Retirement – Tacoma Community House employees may participate in a 403b plan which includes generous support from the Agency after 1 year of service.

Paid Leave – Leave benefits include 24 days of paid time off in the first year and 11 paid holidays.

We Are a Welcoming Workplace

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House is an Equal Opportunity Employer

In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodations are encouraged to call (253) 383-3951.