



## **JOB POSTING**

### **BILINGUAL COMPREHENSIVE ADVOCACY & SUPPORT SERVICES (CASS) ADVOCATE, SPANISH-SPEAKING**

**Posting Date:** March 13, 2024  
**Position Title:** Bilingual CASS Advocate  
**Classification:** Non-exempt status  
**Reports to:** Assistant Director of CASS  
**Anticipated Start:** April 1, 2024

**JOB HIGHLIGHTS:** The Bilingual Comprehensive Advocacy & Support Services (CASS) Advocate works with victims/survivors of domestic violence, sexual assault, human trafficking, and other crimes. This is a direct service position that requires an understanding of victim advocacy, law, police procedures, and criminal justice related to domestic violence. Bilingual English/Spanish fluency is required.

**This position requires working at least one evening per week and the ability to work flexible hours when needed.**

**This position *includes on-call responsibilities.***

**The position is a full-time, 35-hour per week, *non-exempt* role and requires flexible hours.** The position reports to the Assistant Director of CASS.

**LOCATION:** This opportunity is an in-person role based in Rockland County – New City, New York.

#### **YOU'LL BE RESPONSIBLE FOR...**

- Responding to hotline calls and walk-ins and assisting in the follow-up of hotline calls.
- Providing crisis intervention, individual supportive counseling, and group counseling; assessing client needs; assisting with emergency shelter placement, providing information and referrals; and promoting community awareness of services.
- Assisting victims in creating and implementing safety plans.
- Providing advocacy and accompaniment to the hospital, D.A.'s office, courts, police departments, and social service agencies.
- Assisting victims/survivors in accessing and completing Office of Victim Services (OVS) applications.
- Facilitating weekly Support Group for victims/survivors of domestic violence one evening per week.

- Working in collaboration with inter-departmental and external entities.
- Maintaining accurate and timely notes for every client contact, outreach, and training.
- Preparing and maintaining monthly and quarterly statistics, reports and narratives.
- Attending trainings on domestic violence, sexual assault, human trafficking and other crimes.
- **Participating in the on-call rotation:** providing on-call coverage for sexual trauma cases (one day every week, 2-3 weekends per quarter, and 2-3 holidays per year).
- Participating in the *CASS Advocates and Police Liaisons Program*, an ongoing collaboration between CASS and local police departments.
- Other duties as assigned by supervisor.

## **YOU MUST HAVE...**

- A Bachelor's degree in Counseling, Psychology, Social Work, Criminal Justice, Sociology or related field is a plus but not required; or 3+ years of experience within the criminal justice system/working with victims of crime in a multidisciplinary setting or related field, preferred.
- Bilingual Spanish/English fluency (speaking, reading and writing) is required.
- The ability to work flexible hours, including a minimum of one evening per week.
- The ability to participate in the on-call rotation.
- Strong organizational skills.
- Strong communication skills (both verbal and written).
- The ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments, and meet deadlines.
- The ability to work collaboratively in a multi-disciplinary environment.
- Knowledge of the criminal justice system and courts.
- The ability to attend all agency-required trainings, including a weeklong onboarding training at the Residential Shelter.
- While performing the duties of this job, the employee must possess the ability to communicate with staff and clients. Some occasional lifting may be required (please speak with Human Resources to request accommodations).
- A valid driver's license and access to reliable, insured transportation are required.

## **YOU'LL BE SUCCESSFUL IF...**

As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

**TEAM OVERVIEW:** The Center's *Bilingual CASS Advocate* is a key position within the CASS Department. The *CASS Advocate* also works closely with our colleagues in all of the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our [mission, values and vision](#).

**ORGANIZATIONAL OVERVIEW:** At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

**GREAT BENEFITS AND PTO PACKAGE:** The Center's employees enjoy a generous health benefits package that includes medical, dental and vision care. We offer additional benefits at no cost to the employee, which reflects a commitment to the future well-being of our employees. PTO and self-care are important to us and we offer a comprehensive PTO plan that includes a minimum of 34 days and 12 holidays. A 401k plan is also available.

**SALARY: \$55,000**

**APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE.** To apply, please submit a cover letter and resume via email to Human Resources at [humanresources@centersc.org](mailto:humanresources@centersc.org) with the job posting title in the subject line: *Bilingual CASS Advocate*.

*Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.*

For Information on the Center for Safety & Change please go to  
[www.centerforsafetyandchange.org](http://www.centerforsafetyandchange.org)