

ASIAN PACIFIC DEVELOPMENT CENTER

JOB DESCRIPTION

Job Title:	Bilingual Victim Advocate
Classification:	Full Time Salary
Reports To:	Director of Victim Assistance Department
Program/Dept.:	Victim Assistance Department
Salary Range:	\$

I. PRIMARY PURPOSE AND FUNCTION

The Bilingual Victim Assistance Advocate is responsible for providing direct services and case management to victims of crime within assigned Judicial Districts. The advocate will provide networking and outreaching to system professionals as well as to the community; and administrative tasks such as record-keeping and report writing of client services and data. Under general supervision from Director of Victim Assistance, this position must work well independently and with teams, while providing excellent, respectful, and confidential customer service and victim advocacy skills which supports the Asian Pacific Development Center's mission and values. The Bilingual Victim Advocate will build relationships with various service provider agencies and advance a policy agenda within the criminal justice system or victim advocacy that will benefit the AAPI, immigrant, and refugee communities in Colorado.

Interviews will begin by November 1st, 2017.

II. RESPONSIBILITIES

- Provide direct services through crisis intervention, support, safety planning, and criminal justice advocacy based on victims' needs and assessments. This position is required to be on call for the 24-hour crisis line on a rotating basis.
- Must follow and accommodate to main office and any other satellite office schedules.
- Report victim cases and updates to the Director of the Victim Assistance Department on a bi-weekly basis.
- Network with court, law enforcement, and other victim assistance agencies.
- Present cross-cultural training for law enforcement, victim assistance agencies, hospitals, schools, and government agencies.
- Conduct outreach presentations for diverse AAPI communities to raise awareness about victims' rights and available services.
- Oversee and maintain confidential client records.
- Coordinates, develops, and maintain relationships with multiple judicial districts first-line responders to crime victims, such as law enforcement.
- Assist in developing, monitoring, and evaluating progress towards program goals and objectives.
- Provide appropriate referral information to victims.
- Contribute with other administrative tasks and projects as needed.

III. QUALIFICATIONS

- High School Diploma or Equivalent (G.E.D); and at least two (2) years of experience in work/volunteer in advocacy (Equivalent combinations of education and experience may be considered).
- Preference will be given to candidates that are bilingual in one of the languages found within the AAPI culture (Thai, Japanese, Burmese, Korean, Mandarin/Cantonese, Khmer, etc.)
- Prior experience or demonstrate knowledge of victim advocacy and crisis intervention
- Must have experience with case management and data collection.
- Excellent communication and interpersonal skills, with the ability to prioritize and work independently, while participating as a strong collaborative team member with a culturally diverse team of staff, volunteers, and clients
- Strong computer and analytical skills, utilizing Microsoft Word, PowerPoint, Excel and Outlook.
- Ability to analyze information and evaluate results to choose the best solution and solve problems.
- Must be able to maintain confidentiality at **all** times.
- A patient, calm, positive attitude and disposition preferred.
- Excellent oral and written communication skills and report writing skills.
- Ability to execute independent judgment, organize and execute work with minimal guidance and meet established deadlines in a fast-paced, high output environment.

If interested, please forward resume and cover letter to:

Nhuminhle@apdc.org with the subject line: **APDC Bilingual Victim Advocate**

Position open until filled.

Equal Employment Opportunity:

The Asian Pacific Development Center does not discriminate on the basis of race, color, creed, nationality, sex, age, sexual orientation, gender identity, or disability.

The Asian Pacific Development Center is a 501(c)(3) community-based organization that has been operational since 1980.