

Job Title	Survivor Advocate
Employer/ Agency	Advocates for Immigrant Survivors
Job Description	<p>Summary:</p> <p>AIS seeks a full-time Survivor Advocate to join a passionate team striving to attain justice, dignity, and restoration for immigrant survivors of domestic violence, sexual assault, dating violence, stalking, and other crimes. The advocate will provide case management services to survivors. The advocate will provide administrative and clerical support to DOJ accredited representatives and attorneys. The advocate will work in a highly collaborative office where all staff endeavor to help each other for the shared goal of providing the highest quality services to our clients.</p> <p><u>Job Duties</u></p> <ul style="list-style-type: none"> ● Answer AIS main phone line. Return client calls promptly, schedule appointments, and communicate with other staff members. ● Conduct comprehensive needs assessments and develop case plans with client’s input. ● Assist survivors with safety planning and complete Danger Assessments. ● Assist survivors in applying for Crime Victims’ Compensation, Address Confidentiality, and VINE. ● Provide referrals to clients to other social service agencies and community partners. ● Advocate and communicate on behalf of clients with law enforcement agencies. ● Request U and T Visa certifications from law enforcement agencies. ● Assist clients in preparing Victim Impact Statements. ● Assist attorney and DOJ accredited representative in obtaining supporting documentation for immigration legal applications. ● Translate documents from Spanish to English and interpret during client appointments and phone calls as needed. ● Maintain contact with clients to encourage consistency and motivation. Update clients on their case status. Follow up on case outcomes. ● Organize and maintain client files and data for reporting. ● Perform all other duties as needed and/or as directed by supervisor.
Qualifications	<p><u>Requirements</u></p> <ul style="list-style-type: none"> ● Bachelor’s Degree or equivalent experience. ● Fluency in English and Spanish. ● Knowledge of Microsoft Office, including proficiency in Excel. ● Previous experience in case management or social services preferred. ● Previous experience working with immigrants and indigent communities preferred.

	<ul style="list-style-type: none"> • Commitment to excellence in time-management and organization. • Ability to work in a dynamic, flexible, and collaborative environment. • Self-motivated and open to constructive feedback. • Strong commitment to delivering culturally proficient services, participating in cross-cultural training, and reflecting on and eliminating personal and institutional biases. • Background checks will be conducted before hiring.
Salary/Hours	This is a full-time, non-exempt position with competitive benefits. The salary range is \$44,000 - \$48,000 and will be determined based on years of experience. The survivor advocate will report to a Co-Executive Director. AIS is currently operating under a hybrid model. The survivor advocate will work from the office 2-3 days per week.
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City, State, Zip	Office: Houston, TX 77007
Contact Person	Alexia Rauen
Telephone Number	(832) 644-5524
Email Address	advocates@advocatesforsurvivors.org
Application Method	AIS is accepting applications for this job posting at https://www.linkedin.com/jobs/view/3829391590 as well as by email at advocates@advocatesforsurvivors.org . Please submit your resume, cover letter indicating your interest in the position, and three job references.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.