

Community Resource Ambassadors

Started in 1992, SAHELI for Asian Families is a nonprofit organization that helps and empowers Asian victims and survivors of domestic abuse, improves their access services and increases community awareness of various forms of violence and oppression.

SAHELI is currently seeking to hire part-time/full-time Community Resource Ambassadors from various Asian communities to provide crisis management, advocacy, peer support, counseling, legal advocacy and community outreach to domestic violence survivors. The ideal candidate would be an empathetic individual with excellent listening and communication skills, actively engaged within their specific community, have a strong understanding of Asian family and community dynamics, and are able to convey sensitive information in a culturally appropriate manner. They should also have an understanding of the issue of domestic violence and immigrant issues and be sensitive to the needs of the clients.

Essential Job Functions:

- Conduct individual advocacy sessions with victim/survivor to identify needs and options, provide risk assessment and safety planning, peer counseling and support, information and referrals, and case management
- Accompany clients to legal, medical and other agency appointments, locate special resources for clients such as translators or interpreters, interact with attorneys, help obtain documents needed for legal procedures, visit clients at shelters and interact with shelter and other agency personnel and help clients with relocation if necessary
- Occasional interpretation or translation work
- Maintain proper client records, maintain and update resource guides, document intake/progress/exit procedures and program data
- Be the point person for the members of their specific ethnic community primarily for domestic violence related issues as well as other social services issues.
- Work with SAHELI's Community Liaison to conduct outreach and education activities.
- Manage SAHELI's voicemail helpline and respond promptly to caller's needs and plan follow-up action
- Assist Family Advocate with client support groups and help organize skill-building classes for clients
- Build alliances with local ethnic businesses and organizations
- Evaluate program and report project data and progress status to a designated supervisor

Knowledge, Skills, and Ability:

- Required to be bilingual in English and one of the following languages: Vietnamese, Korean, Cantonese, Mandarin, Tagalog, Hindi, Urdu, Arabic or Farsi.
- Strong and active relationship with local ethnic community.
- Active listening, peer counseling, and facilitation skills
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups.
- Knowledge of issues related to domestic violence and immigrants, and community resources
- Research and organization skills, problem solving skills, creativity, and flexibility.
- Excellent written and oral communication skills
- Ability to coordinate and support volunteers
- Must have own transportation to travel frequently within the metropolitan area, with mileage reimbursement
- Proficiency in Microsoft Office software and the use of the Internet
- Ability to work independently and as part of a team, often evening and weekend hours

- Ability to prioritize and handle multiple tasks effectively

Education, Training, and Experience:

- A bachelor's degree, but relevant life and work experience may be substituted for education.

Specifications:

- U.S. work permit required
- Salary range \$2250-2,500 monthly for full time and \$1125-1250 for half-time, exempt. Benefits include vacation, sick leave and health insurance.

Please send resumes to SAHELI at saheli@saheli-austin.org or P.O. Box 3665, Austin, TX 78764. Closing Date for Job Applications is February 10, 2010. Please no inquiry phone calls or emails. For more information, visit www.saheli-austin.org.