VICTIM ADVOCATE – SUPPORTING SURVIVORS OF DOMESTIC VIOLENCE

Mai Family Services (MaiFS) is looking to hire a Victim Advocate who will work with South Asian victims/survivors of domestic violence to provide educational and career enhancement guidance and information on local DV resources.

The ideal candidate will possess the ability to gather and collate information needed to support survivors of domestic violence, be an empathetic listener and communicator, and be familiar with South Asian culture.

This is a part time position and is funded by a grant from the Division of Victim Services.

Responsibilities

• Conduct individualized educational and career assessment of Program participants
• Work with survivors to develop educational and/or professional training plans and goals that will enable them to join the workforce
• Work with individuals to develop a resume and a cover letter
• Hold practice interview sessions
• Assist individuals to enroll in educational or career training programs
• Liaison with South Asian community members to explore employment and training opportunities
• Research and create a database of Michigan employment agencies
• Maintain administrative documents and submit progress reports in a timely basis
• Communicate with Grant Managers in a timely manner
• Create and ensure a safe, respectful, non-judgmental, inclusive and healthy space by building trust and a sense of community with the participants
• Maintain participant confidentiality
Education

- Bachelor's degree

**Essential Competencies and Skills:**

- Planning, organization, time management, and oral & written communication skills
- Strong Interpersonal skills and teamwork
- Basic knowledge of computers and word processing

**Desired Competencies and Skills:**

- Knowledge of career counseling and educational guidance
- Knowledge of a South Asian language

**Other**

- Must complete the 40-Hour mandatory New Service Provider Training (NSPT) within the first 120 days of starting the job.
- Must complete MaiFS Training and any other training required by the grant.

**How to apply**

Please e-mail the following to Jobs@maifamilyservices.com with Victim Advocate in the subject line.

1. Resume
2. Cover letter
3. 3 references, from past employers

We will be accepting applications and interviewing candidates on a rolling basis till the position is filled.