

Domestic Violence Advocate Position Description

Mai Family Services is a reputable South Asian non-profit organization supporting individuals and families in abusive and crisis situations. The non-profit organization is seeking an individual of South Asian origin to aid and provide culturally specific, trauma-informed supportive services in areas such as domestic violence, mental health, substance abuse, death/grief, and senior issues. The DV advocate will assess the circumstance of the individual and help them make connections to available community and Government resources and tools to provide them with a support network.

Position: Part-time (20 hours a week)

Duties and Responsibilities

- Provide crisis intervention and culturally specific, trauma-informed supportive services to survivors of domestic violence.
- Provide individualized support, referral, and advocacy services by evaluating each client's distinct needs.
- Provide case management and advocacy in the areas of domestic violence, mental health, and substance abuse with the goal of developing plans and implementing appropriate interventions toward healthy relationships and healing.
- Develop reasonable self-sufficiency for DV survivors and manage client expectations during their legal and economic settlement period.
- Provide case management support to clients and their children in case of child abuse and work with the families for violence prevention and aftercare to strengthen relationships.
- Document client records with accuracy and clarity in the client reporting system and provides a bi-weekly report to the Board Member overseeing the direct services program.
- Attend client calls and respond to them in a timely manner.
- Provide accurate and up-to-date information and resources to callers and clients.
- Collaborate with sister organizations and government agencies who engage in providing the self-defined needs and tools for survivors.
- Determine shelter options, transportation, housing, and other resources for the client in a timely and effective manner.
- Assist clients as they cope with challenging situations that arise in life by listening and supporting, inspiring, advocating, and referring them to local resources.
- Ensure that client needs are responded to in a timely manner.
- Participate in monthly staff meetings and training sessions.
- Ensure that case notes and case summaries are recorded in a timely manner.
- Assist in special projects pertaining to DV advocacy and awareness as requested. This will include Mental Health, Substance Abuse, program surveys, and culturally specific programs.
- Maintain strong working relationships with staff and programs and ensure agency representation within the community.
- Complete the required training certification sessions (including 40-hour State of Michigan DV training)
- Perform related duties essential to the position or the program.

Education and Qualifications

- Required - bachelor's degree in social work, sociology, psychology, counseling, or related field.
- Experience working with diverse populations including individuals impacted by domestic, mental health, substance abuse, or senior issues.
- Demonstrate understanding of the effects of poverty, disabilities, cultural differences, and trauma-focused service modalities.
- Experience in support group facilitation; demonstrate excellence in conflict resolution skills.
- Experience and/or training in providing crisis intervention services, client advocacy, and culturally specific services to survivors of domestic violence.
- Ability to complete timely, confidential, and ethically appropriate documentation.
- Comfort and competence in working independently as well as part of a team.
- Strong computer skills including Word, Excel, and PowerPoint.
- Excellent communication and time management skills.
- Ability to work flexible hours.
- Valid driver's license, insurance, and automobile that may be used during working hours.
- Bilingual skills (English, any South Asian language).
- Ability to support the mission and philosophy of Mai Family Services.

To apply, please email a cover letter and resume to jobs@maifamilyservices.com.

Work location: Remote (Michigan).