



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Direct Service – Domestic Violence Program Coordinator

Position Summary:

Started in 1992, *Asian Family Support Services of Austin* is a non-profit organization that helps and empowers Asian survivors of domestic violence, sexual violence and human trafficking, improves their access to services and increases community awareness of various forms of gender-based violence and oppression. Our mission is to promote abuse-free Asian communities through advocacy, support, awareness and access to social services.

AFSSA is committed to providing the highest quality, client centered and strength based services. The *Domestic Violence Program Coordinator* will be responsible for providing culturally-grounded and trauma-informed supportive client services for Asian and immigrant survivors of domestic violence, sexual violence, and trafficking. Additionally, the *Domestic Violence Program Coordinator* will develop and implement partner agency trainings, supervise other Direct Service staff and help to assess the agency's ability to appropriately respond to survivors of domestic violence. Holistic services provided will consider cultural, language and religious dynamics that are traditional barriers to the Asian and immigrant community in fully utilizing available community resources to ensure safety and well-being.

This position will directly report to the *Director of Programs*.

Essential Job Functions:

- Provide strengths-based comprehensive and confidential culturally-grounded, trauma-informed interventions and support for children, individuals and families impacted by domestic violence, sexual violence, and sex trafficking
- Help identify the strengths and needs of clients while establishing an individualized case plan and provide ongoing advocacy based services to support survivor in identifying needs and options within the framework of their cultural milieu, abilities, and support network
- Provide advocacy to clients accessing legal, medical and other services as necessary throughout various system interactions
- Work closely with other AFSSA advocates as well as partner service providers to ensure continuum of supportive services for client
- Maintain proper client files, statistics and intake forms including bio-psycho-social-spiritual assessments, individual case plans and/or reports; ensure all files are complete and up-to-date
- Assist with the agency hotline and provide support, safety planning and other crisis related services during and outside of office hours
- Participate in Austin area coalitions and task forces to build alliances and partnerships with community based organizations to increase access to support services for clients
- Provide support to partner service agencies in addressing the needs of Asian survivors of domestic violence
- Coordinate continuing education trainings for staff members and community partner agencies addressing the needs and issues impacting API survivors of domestic violence
- Attend various agency meetings as required including staff and direct service meetings



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- Incorporate the use of trained Direct Service volunteers into direct or support work with clients
- Adhere to all agency, state and federal policies and regulations
- Perform other duties as assigned

Required knowledge, abilities, and skills:

- Bachelor's degree in Counseling, Criminal Justice, Social Work, Public Health, Psychology or other related field and two years' experience with advocacy or case management, sexual assault intervention, counseling, and/or crisis management OR an equivalent combination of education and experience
- Experience in supervision
- Experience in trauma-informed service provision
- Knowledge of culturally-grounded service provision to traditionally underserved populations
- Knowledge of Asian cultures, respect for all cultures, and ability to interact with diverse groups
- Strong familiarity with one or more Asian languages
- Knowledge of local Austin-area community resources
- Knowledge of gender-based violence issues and their impact on individuals and families and experience working with individuals who have experienced trauma
- Knowledge and proficiency in the use of computers, internet searches, smartphone devices and other software packages
- Must be willing to be on call evenings and weekends for periodic hotline availability
- Must submit to and successfully complete a background investigation
- Must have own transportation to travel frequently within the metropolitan area
- Ability to maintain effective relationships with staff, volunteers, community and national partners
- Ability to plan and organize work in an effective and timely manner
- Ability to maintain flexible schedule in accordance with program needs

Specifications:

- This position is grant dependent
- 40 hours per week, including evenings and weekend commitments
- Salary range \$34,000-36,000 plus health benefits
- Valid U.S. work permit required

Please send cover letter and resume to AFSSA at hstim@afssaustin.org or P.O. Box 14234, Austin, TX 78761. For more information, visit www.afssaustin.org. **No phone inquiries.**

AFSSA is an equal opportunity employer and does not discriminate on the basis of age, sex, race, language, ethnicity, religion, national origin, gender, gender expression, gender identity, marital status, sexual orientation, or status as a veteran with a disability.