



AFSSA
ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Economic Justice Advocate

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.

The Economic Justice Advocate will be responsible working with immigrant domestic violence and/or sexual assault victims on issues of self-sufficiency and economic empowerment. This position will primarily work with Transitional Housing clients. The services will have the broader goal of helping the survivor and the survivor's family lead a safe, healthy, independent, and abuse-free life with supportive and culture-sensitive advocacy. The Economic Justice Advocate will directly report to the **Manager of Economic Justice Services**.

Transitional Housing Job Functions:

- Provide information to staff and community partners on TH program eligibility, application, and referral process
- Complete TH intakes, safety planning, and housing search with clients
- Walk TH clients through an apartment search, leasing process, and getting them settled into a safe place to live
- Maintain healthy relationships and connections with landlords and leasing managers.
- Connect TH clients to agency and partner services to ensure ongoing wrap-around services
- Support Program Manager with rent and utility payments

Economic Justice Job Functions:

- Work with clients to develop and implement a relevant and personalized plan to secure non-emergency housing, job training, financial literacy training, education opportunities, child care and otherwise assist with other self-sufficiency needs
- Provide life-skills training and increase client's capacity to problem solve and navigate resources
- Help identify the strengths and needs of clients while establishing a holistic individualized case plan
- Provide ongoing advocacy-based case management services to support survivors identifying needs and options within the framework of their cultural milieu, abilities, and support network maintained and update resource guides for clients
- Organize skill-building classes which may focus on financial literacy or other asset building skills
- Work with local businesses and non-profit resources to build vocational and employment opportunities for clients, as well as maintaining relationships for smooth cross-referrals

Other Related Job Functions:

- Maintain proper client files in agency database, 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
- Attend various agency meetings as required including staff, direct service and supervision meetings
- 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 including confidentiality
- Perform other duties as required

Required knowledge, abilities, and skills:

- Bachelor's degree in Counseling, Criminal Justice, Social Work, Public Health, Psychology or other related field or minimum 2-year experience in nonprofit work
- 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 primary software packages
- 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
- Must submit to and successfully complete a background investigation

Specifications:

- This position is grant dependent
- 40 hours per week, including evenings and weekend commitments
- Salary \$45,000 plus health insurance
- Valid U.S. work permit required

Please apply via this form. For questions, email info@afssaustin.org – **no phone inquiries.**

For more information, visit www.afssaustin.org

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