



AFSSA

ASIAN FAMILY SUPPORT SERVICES OF AUSTIN

Manager of Economic Justice Services

Please read the entirety of this job description, then click SUBMIT at the bottom of the page

ABOUT AFSSA

Started in 1992, *Asian Family Support Services of Austin* is a non-profit organization that exists to break the cycle of violence in Asian and immigrant communities through Education, Advocacy, and Empowerment. AFSSA empowers Asian survivors of domestic violence and sexual violence, improves their access to services, and increases community awareness of various forms of gender-based violence and oppression.

AFSSA is guided by its core values: Prevention, Advocacy, Responsiveness, and Transformation.

AFSSA is committed to providing the highest quality, client-centered and strength based services.

POSITION SUMMARY

The Manager will lead Economic Justice services for the entire agency, with focus on serving survivors of domestic and sexual violence. The Manager guides the development and growth of services, and manages budgets and compliance related to fund sources. The manager will make recommendations about business, administrative, and operations procedures and protocols that support compliance, improve client service delivery, and align with community education and outreach efforts. The Manager coaches and develops staff, interns, and volunteers; uses project management tools to ensure grant deliverables, performance, compliance, and documentation; and provides program and organizational development. The Manager provides subject matter expertise about the dynamics of domestic violence and sexual assault in API communities. The Manager ensures accessible, trauma-informed, and client-centered economic justice resources and services, and is ultimately accountable for client experience and program quality. The Manager will represent AFSSA among external parties, in collaboration and close coordination with the agency's Executive Leadership Team. Managers operate with a high degree of latitude for independent judgment and initiative within agency strategic goals, policies, and funder requirements.

This position will report directly to the Director of Advocacy.

Essential Job Functions:

- Lead a team of advocates to seek, secure, and partner with clients to obtain resources required to meet client economic goals stated in their individualized case plans
- Operates AFSSA Transitional Housing services
- Ensures a broad range of economic justice services and resources are available to clients including work seeking strategies, employment opportunities, adaptive skills necessary to live independently in the U.S. (such as financial literacy, use of private and public transportation, housing rights of survivors of violence, and other skills and abilities required for self-sufficiency)
- Supports Direct Services (DS) and Community Education (CE) training and education to coach volunteers, interns, and new staff to provide strengths-based comprehensive and confidential culturally-grounded, trauma-informed interventions and support for children, individuals and families impacted by sexual violence/domestic violence/sex trafficking

- Analyze service statistics and generate observations, findings, conclusions, and recommendations to respond to client needs during intake process and through participation in AFSSA programs and services
- Work closely with other AFSSA advocates as well as partner service providers to ensure agency goals are met
- Ensure maintenance of statistics and forms and reports; ensure all files are complete and up-to-date
- 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 economic needs of Asian survivors of sexual violence
- Coordinate continuing education offerings and trainings for staff members, partner agencies, and stakeholders to address the needs and issues impacting API survivors of sexual violence
- Provide evaluation of trainings and analysis of the agency's education and outreach responsiveness to stakeholders
- Attend various agency meetings as required including staff and direct service meetings
- 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 management including: personnel management, coaching, budget management, risk management, program planning, and evaluation
- Experience in trauma-informed approaches to community education and outreach
- 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
- Must submit to and successfully complete a background investigation
- Must have own transportation to travel frequently within AFSSA's 10-county service 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:

- **FLSA Status:** Full-Time Exempt
- **Salary Range:** \$55,000
- **Benefits:** Paid Time-Off (PTO), official holidays, comp-time, health insurance, retirement benefits.
- **Hours:** Minimum 40 hours per week. Must be available to work evenings and weekends
- **Required:** Valid U.S. work permit
- **Note:** This position is subject to grant funding

To apply, visit: https://www.cognitoforms.com/AsianFamilySupportServicesOfAustin/_2employmentapplication

Employee Name

Email