



**AFSSA**  
ASIAN FAMILY  
SUPPORT SERVICES  
OF AUSTIN

## **Economic Justice Advocate**

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### **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 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 (TH) 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

### **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:**

- **FLSA Status:** Full-Time Non-Exempt
- **Salary Range:** \$45,000
- **Benefits:** Paid Time-Off (PTO), official holidays, health insurance, retirement benefits.
- **Hours:** 40 hours per week, including evenings and weekend commitments
- **Required:** Valid U.S. work permit
- **Note:** This position is subject to grant funding