



ABOUT ASIAN FAMILY SUPPORT SERVICES OF AUSTIN (AFSSA)

AFSSA is a non-profit organization located in Austin, Texas with a staff of thirty-seven professionals who are passionate about breaking the cycle of violence in Asian and immigrant communities. Through education, advocacy, and self-advocacy, we empower Asian survivors of sexual violence, domestic violence, and human trafficking by improving their access to services, and increasing the community's awareness of the various forms of gender-based violence and oppression.

AFSSA supports our dedicated team of professionals by providing medical, dental, and vision insurance at no cost to our employees. AFSSA demonstrates a level of care for our employees that includes competitive compensation, generous PTO, and comprehensive benefits. Time-off includes up to: 192 hours of paid time off; 40 hours of Floating Holidays; 48 hours of Official Holidays; and Comp time. AFSSA also offers a 401k retirement program with an employer match.

Guided by our core values of Prevention, Advocacy, Responsiveness, and Transformation, AFSSA provides high quality, client-centered, and strength-based survivor and community services in Central Texas.

POSITION SUMMARY

The Manager will lead Economic Justice services for the entire agency, with a focus on serving survivors of domestic and sexual violence. The Manager guides the development and growth of services, and manages budgets and compliance with funder's requirements. The manager will make recommendations about business, administrative, and operations procedures and protocols that support compliance, improve client service delivery, and align with agency goals. 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 services and resources, and is ultimately accountable for client experience and program quality. The Manager will represent AFSSA with community partners, and will coordinate efforts 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 Client Services.

ESSENTIAL JOB FUNCTIONS:

- Lead AFSSA's Transitional Housing and Economic Justice Services Program
- Lead and train a team of advocates to provide strengths-based, comprehensive, culturally-grounded, and trauma-informed economic justice services that support children, individuals and families impacted by sexual violence/domestic violence/sex trafficking.
- Work with community members, partners, and clients, to identify and secure the resources needed to meet client economic goals as stated in a client's individualized case plan
- Ensure a broad range of economic justice services and resources are available to clients including: work seeking strategies; employment opportunities; and 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).
- Work collaboratively with Direct Services (DS) and Community Education (CE) Managers to ensure crucial information exchanges across departments and foster collegiality.
- Analyze service statistics and generate observations, findings, conclusions, and recommendations to better respond to client needs during intake process and throughout their participation in AFSSA programs and services/
- Work to meet agency strategic goals and meet individual metrics outlined in all grant programs.
- Build and maintain internal systems/forms for reporting program metrics and statistics. 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 with a goal of increasing access to supportive services for clients.
- Respond to hospital accompaniment calls when assigned.
- Participate in the Hotline Program as assigned
- Serve as the on-call manager for crisis situations when assigned.
- Provide support and training to partnering service agencies to help them address the economic needs of Asian survivors of sexual violence.
- Identify and maintain a list of upcoming continuing education training events necessary for the Economic Justice team's growth. Working with the Finance Director to identify funding, coordinate staff attendance at training events.
- Ensure training event (conferences) takeaways are reported in writing and shared with all team members.
- 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:

- Masters of Social Work (MSW), Texas licensure. 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
- Ability to plan and organize work in an effective and timely manner
- 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 fingerprint-based 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 maintain flexible schedule in accordance with program needs

SPECIFICATIONS:

- **FLSA Status:** Full-Time Exempt
- **Salary Range:** \$62,000
- **Benefits:** Employer funded medical, dental and vision insurance. 401k program with an employer match. Generous PTO accrual, plus five (5) Floating Holidays, six (6) Official Holidays, and Comp time.
- **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

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.

POSTING SCRIPT:

Compensation:

FLSA Status: Full-time, exempt

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To apply visit: <https://www.cognitofirms.com/AsianFamilySupportServicesOfAustin/ 2employmentapplication>

