



**AFSSA**  
asian family support  
services of austin

PREVENT ADVOCATE RESPOND TRANSFORM

**CLIENT ADVOCATE**  
**Economic Justice**  
**2025**

#### **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; and 48 hours of Official Holidays. 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 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 the on-call rotation for the Hospital Accompaniment Program as scheduled
- 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
- Participate in the SAMA program as needed
- Assist with hotline as necessary
- Help teams coordinate drives and events as needed
- 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, OR equivalent combination of education and experience.
- 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 insured 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:** \$53,000
- **Benefits:** Employer funded medical, dental and vision insurance. 401k program with an employer match. Generous PTO, plus five (5) Floating Holidays, six (6) Official Holidays.
- **Hours:** 40 hours per week, including evenings and weekend commitments
- **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.***

Please apply via the link below:

<https://www.cognitofrms.com/AsianFamilySupportServicesOfAustin/2EmploymentApplication>

For questions, email info (at) afssaustin.org - **no phone inquiries.**

For more information, visit [www.afssaustin.org](http://www.afssaustin.org)