

RESOURCE LIAISON

Reports to: The Resource Advocate(Project Coordinator), Program Director and Executive Director

Key Responsibilities:

- Initial communication with prospective participants.
- Following up with those who have shown interest in the program but haven't been able to attend any of the workshops yet.
- Case management to connect participants with resources.
- Performing Intake to determine illegibility.
- Giving prospective clients an orientation of the program as a whole as well as each workshop offered by the Thriving Latinas project.
- Explaining the importance of starting their independence and healing journey as they establish greater self-sufficiency and stability.
- Updating the Salesforce data on a weekly basis (New Contacts and follow up calls)
- Collecting and updating the semi annual data report on a weekly basis
- Assisting with a monthly educational seminar in safety planning, workforce development, financial education and housing
- Support agency and center fundraising and awareness activities
- Recruit volunteers for the Ayuda Latina Hotline.
- Assist with managing Ayuda Latina volunteers schedules and covering shifts as needed.
- Complete intakes for Domestic Violence group counseling or Sexual Harassment support group.
- Provide education on Domestic Violence through tabling and presentations in the community.
- Provide supervision to interns for the Ayuda Hotline
- Ensure all notes and services are inputted in Salesforce.
- Collect data necessary for other department victims services.

General Duties

- Provide supervisor with monthly reports
- Attend supervision meetings
- Ability to handle confidential information and ability to work flexible hours
- Must have valid driver's license and insured transportation
- Support agency and center fundraising and awareness activities
- Perform all other duties may be assigned by Program Coordinator, Program Director, and Executive Director

Knowledge Required

- Bachelor's Degree in Psychology, Social Work, or Criminal Justice required.
- Knowledge of Domestic Violence and/or sexual assault issues and of the criminal justice system
- Completion of 40 hr training in domestic violence training in sexual assault
- Able to deal with crisis situations and to deal sensitively with victims of domestic abuse & significant others.
- Good interpersonal and communication skill; Typing and computer skills necessary,
- Must have valid drivers license and insured transportation