



330 FULLER STREET, DORCHESTER, MA 02124 P: 617-287-0096 F: 617-287-0170

Job Description
AVAILABLE IMMEDIATELY

Position: Domestic Violence Civil Advocate/ Admin Assistant (32 hours/week)

Reports to: Domestic Violence Program Director

Position overview: The Civil Advocate/Admin Assistant will provide direct services to domestic violence victims including safety planning, advocacy and counseling. Help coordinate services and make appropriate referrals for victims to other human service providers. Work closely with governmental and non-governmental advocates. Perform clerical and administrative tasks; ensure that deadlines are met and work is completed correctly.

Responsibilities:

- Conduct intake and assessment for victims
- Help victims navigate the court system and access services
- Provides linguistically and culturally appropriate advocacy
- Advise clients on legal rights, court procedures, safe living alternatives, and techniques of self-protection
- Conduct referrals on an as-needed basis to shelters, health centers, hospitals, Department of Transitional Assistance, housing, legal services, and other related human services. When necessary, serve as interpreter.
- Assist clients through the court system to include the securing of civil restraining orders and gaining custody rights. Insure that clients' legal right are met
- Conduct three eight-week support group sessions per year for survivors of domestic violence
- File monthly report
- Attend the monthly Haitian Roundtable and other meetings related to the position
- Participate actively in AFAB events
- Admin office support: Keep records, prepare documents, pay the vendors, etc.
- Implement and monitor programs as directed
- All other duties as assigned

Requirements:

- Fluency in Haitian Creole and English
- Good writing and communication skills
- Familiarity with Haitian Culture
- Experience working with the legal system (i.e. filing out forms and advocating for clients)
- Bachelor degree or higher education

Please send resume, cover letter, 3 references to:

Carmelle Bonhomère

Domestic Violence Program Director

Association of Haitian Women (AFAB)

330 Fuller Street, Dorchester MA 02124

Fax: (617) 287-0170

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