



Client Assistant

My Sister's House began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. Its mission was and continues to be "to serve the needs of Asian and Pacific Islander women and children impacted by domestic violence by providing a culturally competent safe haven that empowers them to achieve a life of human dignity."

The Client Assistant is hired by the Executive Director and is directly accountable to the Executive Director and Deputy Director of My Sister's House. The Client Assistant has the following responsibilities:

- Respond to clients' crisis calls.
- Conduct intake and screening of new clients in accordance to established criteria.
- Provide crisis intervention, direct services, advocacy and case management services.
- Maintain accurate and up to date client records, statistics and information.
- Participate and represent My Sister's House at various community and collaborative meetings.
- Assist in-kind donation management.
- Assist in report preparation.
- Other duties as assigned.

Qualifications:

- Demonstrated experience (either paid or volunteer) in working in domestic violence or violence against women field required.
- Able to work with diverse populations, including Asian and Pacific Islander ethnic groups, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged, a wide age range from infants to elderly
- Experience in working at a shelter preferred.
- Strong communication skills including writing and public speaking abilities required. Conflict resolution skills are highly desirable. Bilingual skills helpful. (Chinese, Hmong, or other Asian Pacific Islander language ideal.)
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Ability to use email and MS Office 2000 programs.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to work as part of a team.
- A strong commitment to helping women and children in need.

Position: 40 hours / week / Full-Time – some weekends and evenings
Starting Salary: \$15.00 per hour
Deadline to apply: Open until filled.
To Apply: Mail resume and cover letter to:
My Sister's House
Attn: Executive Director
3053 Freeport Blvd #120, Sacramento, CA 95818