

Employment Advocate

**The Employment Advocate is hired by the Executive Director and will report to the Employment and Immigration Program Manager of My Sister’s House and assist in the following responsibilities:**

* Provide direct services and case management to Women to Work clients, including conducting support and training groups.
* Assist clients in developing resumes, conducting job searches, and preparing for job interviews.
* Conduct intake and screening of new clients in accordance to established criteria.
* Provide case management support and crisis intervention to help line clients.
* Maintain accurate and up to date client records, statistics and information.
* Respond to clients’ crisis calls.
* Participate and represent My Sister’s House at various community and collaborative meetings, including conducting community outreach presentations.
* Other duties as assigned.

**Qualifications:**

* Bachelors in Psychology/Social Work or demonstrated experience (either paid or volunteer) in working in domestic violence or violence against women field required and/or employment readiness.
* 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 with domestic violence victims.
* 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:** $16.00 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