



# Employment Advocate

**The Employment Advocate is hired by the Executive Director and will report to the Employment and Immigration Senior Advocate 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