



CENTRO LA FAMILIA
ADVOCACY SERVICES
FAMILY SUPPORT CENTER

JOB DESCRIPTION

TITLE: Promotora (to work with Victims of Sexual Assault)

1 Full-Time Position

Qualifications:

Minimum education:

AA or BA in Human Services, Social Work or related field.

Minimum experience:

Two years experience in a community based human service agency working directly with families in the areas of: Outreach worker, eligibility worker, paralegal or other related work experience.

Other Qualifications:

- Bilingual/Bicultural (English/Spanish).
- Ability to work with potential victims seeking assistance in crisis in the areas of sexual assault.
- Ability to support victims/survivors in a manner that respects the Latino culture across a range of ethnic/racial identities, religious affiliation and practices, socioeconomic statuses, and sexual orientations.
- Ability to learn eligibility requirements for T-Visas/U-Visa, including immigration guidelines.
- Ability in recordkeeping, documentation skills; report writing, reading and verbal skills.
- Able to develop and maintain a working relationship with local social service organizations, local and rural law enforcement agencies, ICE, and the Mexican Consulate.
- Broad knowledge of community resources to include: health services, courts, community organizations, food banks, emergency shelters and others identified.
- Able to handle sensitive and confidential matters with discretion.
- Must possess a passion and patience to build trust and confidence working with victim needs.

Primary Responsibilities:

- Conduct direct outreach and education presentations to the general public on topic of Sexual Assault.
- Work with sexual assault victims to determine support needs and also make appropriate referrals to other agencies.
- Serve as the liaison between community members and community resources.
- Learn to interpret rules and regulations on various immigration requirements. (Training is provided)

- Provide small group, one-on-one education and peer support to victims of sexual assault.
- Victim advocacy support; court accompaniment to both criminal and civil court proceedings.
- Meet with Program Coordinator on a daily/weekly basis to review progress.
- Provide monthly quantitative and qualitative data to the Program Coordinator for use in the preparation of quarterly progress reports and evaluative measures.
- Possess reliable transportation; CA. valid driver's license and vehicle insurance.
- Satisfactory completion of a fingerprint background check.

Reports to: Program Coordinator

Submit electronic resume to: aperez@centrolafamilia.org

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