



Bilingual Advocacy Assistant- PT

Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Online Helpline Advocate position is considered Part-Time, Non-Exempt in accordance with the Fair Labor Standards Act at 20-25 hours per week. The position requires regular hours and frequent evenings and weekends.

Responsibilities:

1. Provide bilingual (Spanish and English) staffing for the daytime shifts on the crisis line and online helpline as scheduled, average 3 days/week.
2. Serve as relief for Helpline and Online Helpline shifts that are unfilled by other staff. This could include in-house shifts, SOC shifts, and OHL specific shifts.
3. Provide back-up on call support on a rotating basis for any CST member emergencies that may arise regarding coverage of the crisis line; this is limited to staffing shifts when a CST member is experiencing an emergency as defined by agency protocol.
4. Provide hospital response/advocacy as needed and/or dispatch other CST members for hospital response/advocacy.
5. Provide supportive, trauma-informed crisis response (including but not limited to resources and referrals, safety planning, and support for sexual violence protective order preparation) to Spanish-speaking individuals impacted by sexual violence.
6. Conduct client follow-up in person, via phone, and through email.
7. Work with Client Services Team (CST) to enter client data and create reports as needed.
8. Work as a team member with other staff and volunteers in order to achieve the mission of the Center.
9. Complete all relevant trainings and other tasks as required by the Client Services Director and the Advocacy Case Coordinator.
10. Participate and engage in staff meetings and retreats, in-service training, and regular supervision with the Advocacy Case Coordinator.
11. Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bilingual in English and Spanish.
2. Experience providing person-centered response to individuals in crisis.
3. Demonstrated effectiveness in communicating ideas clearly, both verbally and in writing.
4. Demonstration of cultural awareness, sensitivity, and competency.
5. Experience working with people from diverse backgrounds.
6. Strong organizational and problem-solving skills.

Qualifications Preferred:

1. Completion of OCRCC's Companion Training.
2. Experience providing assistance to survivors of sexual violence.
3. Crisis intervention experience.
4. Familiarity with community resources available for survivors of sexual violence.
5. Experience working on teams.

Reports to: The Advocacy Case Coordinator of the Orange County Rape Crisis Center

Hiring Range: \$ 19,500- 21,500

Benefits: Health, life, and dental insurance; generous vacation and sick leave package; wellness fund to support self-care.

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*