



JOB ANNOUNCEMENT

VICTIM ADVOCATE – INTAKE & ADMINISTRATIVE COORDINATOR

ASHA Ray of Hope (ASHA) is a non-profit organization, whose mission is to serve individuals and families who are victims/survivors of domestic violence (DV) and help connect them to existing resources to become self-sufficient and free of violence. ASHA provides both intervention and prevention services to DV victims.

ASHA is pleased to announce an opening for a full-time a 'Victim Advocate – Intake & Administrative Coordinator' position based in Columbus, Ohio.

Job Title: Victim Advocate – Intake & Administrative Coordinator

Position Purpose: This position is responsible for performing a variety of advocacy and administrative duties as explained in the Job Description and as may be assigned by supervisor. The position is responsible for managing telephone inquiries concerning DV services, screens and initiates intake assessments of potential clients, schedules client appointments, assists clients with their questions and concerns, coordinates information and referral services for clients, supports staff and volunteers work and undertakes outreach public awareness activities. Will also be responsible for administrative tasks as assigned including maintenance of files, schedules, and appointments, coordination of service payments and tracking expenses.

Salary Grade: \$15/hour

Position: Flexible work schedule, Full-Time

Priority Deadline: July

Education:

- Minimum Bachelor's degree in Social Work or related fields such as Human Services (Criminal Justice, Counseling, Psychology, Public Health, Sociology, Women Studies)
- Licensed Social Worker (LSW) preferred or any combination of related education and experience with documented record of the ability to perform the duties and responsibilities of the position.
- DV Advocacy training preferred (required BASIC training within 1st 3 months)

Experience:

- 1-2 years of experience in DV or related human service job. Experience in crisis intervention, community outreach, and office coordination preferred.
- Volunteer experience in DV, family and children services, and health care counts as work experience.

Knowledge, Skills and Abilities:

- Knowledge about Domestic Violence, community resources, and ability to engage clients experiencing trauma
- Knowledge and skills in working with diverse population, and/or experience working with South Asian population preferred.
- Ability to respond with empathy and support to victims in crisis situations and with sensitivity and awareness to diverse cultural, ethnic and social backgrounds, values, attitudes and languages.
- Commitment to address issues that are connected to this work including racism, sexism, homophobia, ableism, ageism, and other prejudicial views.
- Advocacy skills (required to complete advocacy training)
- Excellence in both oral and written communications.
- Ability to work collaboratively with current and potential community partners and develop innovative community outreach targeting potential
- Demonstrates initiative and the ability to be flexible and creative.
- Highly organized, ability to multitask, and experienced in office administrative tasks.
- Multilingual preferred.

OTHER REQUIREMENTS:

- Proficiency in Microsoft Office (WORD, EXCEL) and PC use.
- Knowledge and proficiency in computer related applications/ media (webpage, FB, twitter).
- Valid Ohio driver's license, access to reliable insured transportation.

How to Apply

If interested, please submit your cover letter and resume via email to Dr. Shantha Balaswamy, at asharayofhope@sbcglobal.net, by 06/30/17. Indicate "Victim Advocate – Intake & Administrative Coordinator" in the subject line. If you have questions, please call at 614-326-2121.