

Hunt County Children's Advocacy Center
Rape Crisis Center of Northeast Texas
HOPE ♥ HEALING ♥ JUSTICE
903-454-9999 PO Box 8692, Greenville, TX 75404

Job Announcement

Position: Bilingual Advocate, Full-time, Non-exempt
Organization: Hunt County Children's Advocacy Center/Rape Crisis Center, Inc.

Purpose/Function of Position: Provides bilingual direct services to victims of sexual assault and child abuse.

Key Responsibilities:

1. Provides bilingual victim services including advocacy, crisis intervention, assistance with Crime Victims' Compensation, and forensic interviews to survivors of sexual assault and child abuse.
2. Provide translation services for therapeutic and outreach efforts
3. Responsible for preparation and distribution of material regarding outreach and crisis services for the Center in Spanish.

Record Maintenance:

1. Prepare case notes and data entry demographics into automated systems
2. Assists in compiling statistics for monthly, quarterly and annual reporting

Minimum Requirements:

- Bachelor's Degree from an accredited college or university in criminal justice, social work, or related field.
- The ability to speak and read the English and Spanish language fluently.
- Excellent writing and listening skills.
- Non-judgmental, non-prejudiced, accepting attitude toward others regardless of race ethnicity, sexuality, age, or appearance.
- Ability to network and demonstrate political diplomacy in dealing with others.
- Must be a self-starter and self-motivated.
- Must be able to attend to required trainings, meetings, presentations, and court trials.
- Non-judgmental, non-prejudicial, accepting attitude toward other people regardless of race, ethnicity, sexuality, age or appearance.
- Ability to interact with members of other agencies with tact and discretion.
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Preferred Requirements:

- Completion of Block I and II of Forensic Interview training.
- Interpreter Certification
- Knowledge of sexual assault, child abuse and advocacy issues preferred.
- Knowledge in crisis intervention techniques and victim rights.