

Job Title	Client Advocate
Employer/ Agency	Aid to Victims of Domestic Abuse (AVDA)
Job Description	<p>The Client Advocate serves as a connection between victim-survivors of family violence and sources of community support by providing in-depth and ongoing advocacy and social-services referrals. Emphasis is on serving clients who are not able to access shelter-based support systems.</p> <ul style="list-style-type: none"> • Initiate and continue ongoing contact with clients—to ensure accuracy of contact information for clients and to determine physical, financial, and emotional needs • Answer intake calls, appropriately screen applicants for services, provide basic but accurate information regarding the legal options available to callers • Meet with applicants for services, gather necessary documentation from applicants, and prepare files for attorney review • Provide crisis counseling, information, and referrals • Assist clients in securing basic human needs such as shelter and emergency food • Aid the client in actualizing a self-sufficiency plan, including assistance enrolling in job training or job search programs • Manage Victim Support Group for victim-survivors (if assigned) • Accompany clients to court when requested • Provide community outreach on an as-needed basis • Assist in the maintenance of a computerized client database
Qualifications	<ul style="list-style-type: none"> • Master’s degree in Social Work highly preferred • Bachelor’s degree or equivalent experience in family violence considered • Bilingual in English and Spanish preferred • Previous experience in legal setting, especially legal services to low-income clientele, preferred • Knowledge of domestic violence • Crisis counseling experience • Sensitivity to victims of domestic violence • Appreciation of diversity and a sensitivity to people of varying lifestyles, ethnicity and religious groups • Strong oral and written communication skills • Proficiency with PCs, including word processing and other general office machines • Dependable transportation
Salary/Hours	Based on Experience – M-F, possibly some evening and Saturdays
Employer/Agency	Aid to Victims of Domestic Abuse (AVDA)

Address	1001 Texas Ave., Ste. 600
City, State, Zip	Houston, TX 77002
Contact Person	Treasa Varner
Contact Title	Administrator
Telephone Number	832-248-9917
Fax Number	888-501-3755
Email Address	tvarner@yourebs.com
Application Method	Resumes only to resumes@yourebs.com or fax to 888-501-3755
Opening Date	9-9-15

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