



## SAVA Center Job Description

**Position Title:** Weld County Bilingual Victim Services Coordinator  
**Reports to:** Weld County Volunteer and Direct Service Coordinator  
**Employment Status:** Non-Exempt; 35 hours/week

### POSITION SUMMARY:

The Weld County Bilingual Victim Services Coordinator is responsible for providing victim advocacy and crisis intervention for people affected by sexual assault. The Bilingual Victim Services Coordinator works with community partners and collaborators to provide services, facilitate educational/support groups, and ensure that Spanish-speaking clients have access to all of SAVA's services in Spanish. The Coordinator develops and implements targeted outreach programs to the Latin@ community; performs direct non-therapeutic crisis intervention and advocacy for monolingual Spanish-speaking clientele; maintains statistical records of activities; and facilitates and/or leads targeted community outreach discussions and presentations. The position is housed in our Greeley office.

### DUTIES AND RESPONSIBILITIES

#### Outreach:

- Develops and implements culturally-specific outreach presentations.
- Works with SAVA's outreach and prevention education staff to develop educational presentations for Spanish speaking adults and youth.
- Develops promotional materials, including brochures and educational handouts, in Spanish.
- Conducts evaluations of targeted outreach activities.
- Develops and maintains relationships with service providers in Northern Colorado to ensure service provision and provide support to the Spanish-speaking community.
- Participates in Weld County community groups, included but not limited to the following:
  1. Latino Advisory Committee
  2. Latino Luncheon Meetings
  3. Northeastern Colorado Coalition Against Human Trafficking
  4. Hispanic Women of Weld County
  5. Youth Net Meetings
  6. PFLAG Meetings

#### Crisis Intervention:

- Performs direct non-therapeutic crisis intervention and provides legal and medical advocacy, either over the telephone or face-to-face, for sexual assault victims and/or families as appropriate; provides direct backup and coverage for volunteers when necessary.
- Meets with individuals and co-facilitates support groups.
- Conducts client evaluations and tracks outcome measurements.

#### Volunteer Coordination:

- Assists the Weld County Volunteer and Direct Service Coordinator with recruiting and training bilingual volunteers for SAVA programs as needed.

#### Administrative:

- Assists with answering phones, processing mail, and other general office duties as needed.
- Collects and enters client data and prepares reports in accordance with reporting requirements; maintains records on volunteer activities.

Other Related Duties:

- Attends staff meetings on a regular basis.
- Attends SAVA-related events as needed.
- Follows established SAVA Center policies and procedures.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Fluency in speaking and writing in English and Spanish.
- Bachelor's Degree in education, psychology, social work, women's studies, or other related field.
- Minimum of two years professional experience working with volunteers, providing community education, and/or working with victims of sexual assault.
- Experience and comfort with public speaking.
- Proficiency in Microsoft Office including Word, Excel, and Publisher.
- Ability to work flexible hours, including occasional evenings and weekends, as needed.
- Ability to recruit, train, supervise, motivate, and retain volunteers.
- Ability to develop and deliver effective presentations in Spanish.
- Must have reliable transportation.

**COMPETENCIES:**

*To perform the job successfully, an individual should demonstrate the following competencies:*

**Communication & Interaction:**

- Strong interpersonal skills and ability to interact with diverse groups.
- Strong written and verbal communication skills.
- Ability to compose professional written communication.

**Organization**

- Strong organizational skills and ability to multi-task.
- Ability to gather statistical data, compile information, and prepare reports.
- Ability to plan and execute multiple projects with minimal supervision.

**Diversity**

- Understanding of cultural competence and ability to work effectively with diverse populations.

**Self-Directed**

- Self-motivated team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.

**PREFERRED QUALIFICATIONS**

- Knowledge and understanding of sexual assault issues and crisis intervention strategies.
- Ability to provide non-therapeutic crisis intervention and advocacy services to sexual assault victims and their families.
- Experience working with survivors of trauma.
- Professional work experience interpreting for Spanish speakers and working in a bilingual environment.

*The SAVA Center is dedicated to the principles of equal employment opportunity. SAVA prohibits unlawful discrimination against applicants on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity or expression, or any other status protected by applicable state or local law.*