Position Opening:  Bilingual Community Services Advocate
FLSA: Non-exempt

DAIS is the leading provider of domestic violence intervention and prevention services in Dane County. Founded in 1977, DAIS has grown from its humble beginnings of five volunteers working out of a church basement, to an organization of over 50 full-time staff, numerous part-time staff, and more than 130 volunteers providing comprehensive prevention and intervention programming to thousands of Dane County residents each year. The organization recently experienced substantial growth in programming and the required staff and volunteer corps to support that programming.

DAIS is seeking a Bilingual Community Services Advocate to join our growing team. The Bilingual Community Services Advocate provides direct services to victims of domestic violence who are utilizing DAIS community response services. The Community Response Program provides clients with face to face support, personalized safety planning and information regarding community resources. The Bilingual Community Services Advocate provides direct services within the Support Group, Help Line (phone and texting), and LEAP (Law Enforcement Advocate Partnership) programs. This is a full-time hourly position with scheduled day time and evening hours.

A successful candidate will possess a four year college or university degree though relevant work experience may be considered in lieu of a degree. Bilingual (English and Spanish) fluency is required. In addition experience working with victims of trauma and their children, experience working with individuals from diverse backgrounds, and knowledge of community resources in Dane County is necessary. Knowledge of domestic violence issues is strongly preferred. Candidates should also possess excellent written and verbal communication skills and an attention to detail. Excellent computer skills including knowledge of and experience with Microsoft Office is preferred.

In addition DAIS seeks individuals with the following competencies for this role:

- **Commitment to Quality Service:** Builds and maintains client/community satisfaction with the services offered by the organization.
- **Adaptability and Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.
- **Problem Solving Attitude:** Approaches situations and challenges in a solution based proactive and effective manner.
- **Respectfulness and Relationship-Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.
- **Collaboration:** The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who may be able to provide information, assistance and support.
- **Stress Tolerance & Unflappability:** Maintains composure in highly stressful or adverse situations.
- **Safety Awareness:** Maintains an awareness of conditions and circumstances that impact one’s own safety or the safety of others.
- **Facilitating Groups:** Enables cooperative and productive group interactions.
- **Professionalism and Personal Boundaries:** Conducts oneself within appropriate and expected professional boundaries and policies.
Bilingual candidates and individuals of color are encouraged to apply.

Benefits include access to purchase full medical and dental coverage, life insurance, short-term disability insurance, long-term disability insurance, and generous leave time.

**To apply:**
Interested individual applicants only please, DAIS prefers not to be contacted by third party staffing agencies. A complete application, resume and cover letter addressed to Dawn Sharer, Human Resources Manager, are required to be considered for this position.

Incomplete applications, or applications submitted without a cover letter and resume will NOT be considered.

Completed applications may be submitted via email as an attachment to: daisemployment@abuseintervention.org, or by U.S. Mail to DAIS, Attn: Human Resources, 2102 Fordem Ave., Madison, WI 53704.

Application and full job description may be obtained at http://abuseintervention.org/how-to-application/

Applications should be submitted by 12/18/2015 for consideration.

**DAIS is an equal opportunity employer.**