Position Opening: Bilingual Family 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 Full-time Bilingual Family Advocate to join our growing team. The Bilingual Family Advocate provides case management services to victims of domestic violence in the DAIS emergency shelter as well as crisis management and program support to ensure the quality of service provision within the shelter facility. Case management duties include providing support, advocacy, resource referrals, safety planning, and parenting support to shelter residents. The Bilingual Family Advocate participates in rotational on-call coverage, and provides consultation and support to Shelter Advocates regarding strategies and responses to client service provision.

A successful candidate will possess a four year degree in social work or a related field though relevant field experience may be substituted in lieu of a degree. Bilingual – fluency in Spanish (written and verbal) required. Experience in a residential facility setting, experience working with child and adult trauma survivors strongly preferred. Experience in crisis intervention, excellent computer skills including knowledge of Microsoft Office preferred. In addition, knowledge of domestic violence issues and knowledge of resources within Dane County and how to access those resources preferred.

DAIS is seeking individuals with the following competencies for this role:

- **Commitment to Quality Service:** Builds and maintains client/community satisfaction with the services offered.
- **Team Focused & Collaborative:** Promotes cooperation and commitment within a team to achieve goals and objectives.
- **Communication:** Clearly conveys and receives information and ideas through a variety of media in a manner that engages the listener or recipient, helps others to understand and retain the message, and invites responses and feedback.
- **Stress tolerance & Unflappability:** Maintains composure in highly stressful or adverse situations.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.
- **Confidentiality, Integrity, Ethics and Trust:** Maintains confidentiality and earns others’ trust and respect through consistent honesty and professionalism in all interactions.
- **Problem Solving Attitude:** Approaches situations and challenges in a solution based, proactive, and effective manner.
- **Decision Making & Judgement:** Makes timely, informed decisions that take into account facts, risks, constraints and goals.
- **Professionalism and Personal Boundaries:** Conducts self within appropriate and expected professional boundaries and policies.

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 January 4, 2015 for early consideration.

DAIS is an equal opportunity employer.