



Organization: Deaf Unity
Position: Advocate
Reports to: Executive Director
FLSA status: Non-Exempt, Full Time
Posted: December 26, 2017

To successfully perform this job, the individual must be able to perform each essential job responsibility satisfactorily. Job descriptions represent a general outline of job responsibilities and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and, therefore, their descriptions may not reflect the precise nature of the position at a given point of time.

General Description: Provide services, support and empowerment to Deaf victims of abuse in Wisconsin.

Essential Job Responsibilities:

- Provide core advocacy services to clients needing domestic violence/sexual assault services; support victim in all phases of service continuum; advocate for and accompany client to community programs and services.
- Covers hotline duties as assigned.
- Is responsible for compiling demographic and service data, writing monthly reports and summaries of core advocacy services.
- Stay abreast of current, developing and evolving models of and literature on service delivery and core advocacy practices.

Additional Job Responsibilities:

- Provide back-up support to other staff in client services.
- Assist the Executive Director with Annual Report, budgeting and strategies and visions for the future.
- Conduct special projects as assigned.

Required Skills and Competencies:

- At least 3 years experience in the Deaf community, either as an employee or volunteer
- At least 2 years experience in advocacy or education work with the Deaf
- Fluent in American Sign Language (ASL)
- Demonstrated exceptional communication and listening skills with the ability to empathize and develop support strategy approaches
- Ability to handle multiple tasks simultaneously, meet time sensitive deadlines and organize workload with general supervision
- Demonstrated strong problem solving skills with ability to make good decisions
- Extensive knowledge of domestic violence and sexual assault issues



- High level attention to detail and strong customer service skills with demonstrated relationship building skills

Preferred Skills and Competencies:

- Proficient with Microsoft Office applications and databases
- Degree in Human Services or related field
- Knowledge of the Americans with Disabilities Act (ADA)
- Ability to communicate and present to groups of people, educate the public

Working Conditions:

- Must have valid driver's license for travel to client locations
- Frequent after-hour work for company functions to include networking/community events and managing client needs

If interested, please submit the following:

- A **cover letter**, explaining your skills, knowledge and experience related to the position
- A **resume** showing your employment and volunteer experiences in the field of helping others
- **3 references** (email addresses and phone numbers to contact)

Email your application, by **January 18, 2017 at 5:00 pm** to:

Jenny Buechner, Executive Director
Email: jenny@deafunitywi.org

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