



Family and Women Advocate

Job Description

About ¡HICA!

The Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 24 full time employees and works collaboratively with community partners and government agencies. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

Job Summary

The Family and Women's Advocate is responsible for assessing needs, coordinating action plans, and advocating for services for program participants to meet the needs and goals of their families. The Advocate provides extensive support to participants in crisis and lead the Women Empowerment Group within the Strong Families Program. The Advocate works with Latina women to increase knowledge and skills to become leaders and facilitates educational workshops in a safe space conducive to learning, self-expression, and higher self-esteem. The Advocate also helps survivors if crime overcome trauma.

Reports to: Strong Families Program Manager

Status: Full-time, Exempt

Location: Birmingham, Alabama

Related duties and responsibilities:

Direct Service:

- Works with participants by phone, email, face-to-face meetings out of office
- Provides support and case management to individuals and families in crisis including survivors of domestic violence of crime
- Informs participants about their rights, options available to them and how to access community resources

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- Advocates on behalf of Limited English Proficient (LEP) individuals with service providers to ensure access to services
- Keeps supervisor informed of high-risk situations in their work with clients
- Promotes an atmosphere of extraordinary customer service
- Maintains professional boundaries with participants

Women's Empowerment Program:

- Leads and coordinates ¡HICA!'s Women Empowerment Program, "Joyas Latinas"
- Co-facilitates a Women Domestic Violence Crisis Support Group
- Coordinates and conducts community workshops that are informative and provides a safe space for participants
- Identifies natural leaders and empowers them through the Women Empowerment program
- Regularly coordinates Skill-Building Workshops for women
- Works with women to identify goals and create action plans to achieve them
- Maintains up-to-date knowledge of community resources to properly provide information and referrals to help participants access relevant resources
- Coordinates a Women's International Day Outreach Event

Advocacy, Outreach, and Organizational Representation:

- Actively participates and represents ¡HICA! at community events
- Supports ¡HICA!'s advocacy initiatives
- Conducts community educational presentations and workshops for immigrant and non-immigrant audiences
- Establishes and maintains collaborative relationships with community partners

Record- Keeping and Other General Responsibilities:

- Completes all required participant services documentation, client's file documentation, and enters data into client database thoroughly and accurately in a timely manner
- Prepares and submits statistical and progress reports to supervisor as required
- Consults with supervisor in weekly meetings about client concerns, workload management, professional development, and other areas
- Attends organizational staff and team meetings as required
- Maintains and upholds the policies and procedures of ¡HICA!'s confidentiality policies and code of ethics including core values
- Attends trainings and continuing education activities as assigned
- Works collaboratively with other members of ¡HICA! teams and volunteers
- Contributes to team and organizational culture of continuous improvement, maintenance of core values, and wellness
- Performs other functions and duties as assigned

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Qualifications:

- Bilingual: Spanish/English with excellent written & oral communication skills in both languages required
- Bachelor's degree in Social Sciences field; prior work or volunteer experience may suffice
- Superior interpersonal, organizational, and record-keeping skills
- Self-starter and problem-solver
- Commitment to social justice and advocacy
- Ability to work effectively with a diverse group of people
- Strong orientation to serving others exemplified by excellent customer service skills
- Willingness to work with people in crisis or who have experienced trauma including domestic violence, sexual assault/rape, stalking, or suicide
- Proficient in MS Office
- Ability to travel as necessary and a valid driver's license
- Ability to work evenings and weekends as necessary

Compensation:

Competitive annual salary range of \$36K-\$38K based on experience and qualifications plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 12 paid holidays, 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.

COVID-19 Policy Statement:

Effective now, ¡HICA! has implemented a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To create an environment free of infection/transmission of disease and to protect our employees, constituents, and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! is requiring mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department.

How to Apply:

Send resume and cover letter to Angelica Melendez at hr@hicaalabama.org.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.

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