



RESOURCE ADVOCATE

DOVE is a non-profit organization dedicated to providing services to Deaf, DeafBlind, DeafDisabled, and Hard of Hearing (DDBDDHH) victims of sexual assault and domestic violence. Our goal is to collaborate, educate, and advocate to end violence in the Colorado Deaf, DeafBlind, DeafDisabled, and Hard of Hearing communities.

Job Salary: \$48,000/year based on qualifications.

Employment Status: Full-time position. Includes paid vacation and sick leave benefits, IRA benefits, selfcare bank, medical, vision, and dental insurance.

Reports to: Program Director

Position Responsibilities:

- Provide trauma-informed advocacy services and safety planning assistance
 - Navigate survivors through legal and medical systems
 - Act as cultural broker and advocate for communication access while working with other service providers
 - Maintain clear documentation of work with clients utilizing CAFE software
- Support DOVE team with monitoring the 24-hour crisis line
- Support the Community Empowerment Advocate with the Volunteer Program
 - Develop consistently updated training curriculum
 - Maintain interactions with trainees about training content
 - Check-in with Volunteers
 - Assist with Volunteer supervision
- Outreach to community organizations to build and sustain relationships for survivors by sharing information about DOVE programs and services, providing educational trainings, technical assistance, and ongoing rapport
- Update DOVE's Resource Directory and check in with community organizations to see if the information listed is up to date
- Communicate with shelters and build relationships with them including but not limited to learning more about their intake process and provide shelter assessments

- Lead person for updating and keeping inventory on DOVE's ADA kit items
- Assist with responding to resource-related questions via emails, phone calls, or face-to-face interactions
 - Support staff by seeking for immediate resources when needed
- Maintains a list of Awareness months and creates content to share with DOVE clients and community members via our social media platforms and newsletters
- Distribute information about DOVE programs, services, and events via our social media platforms and newsletters
- Develop and provide educational videos in ASL for survivors and members of the DDBDDHH community
- Create informational handouts and pamphlets for survivors, community partners, and DDBDDHH community
- Support with community outreach events by setting up booths and resource sharing
- Attend monthly collaborative organizational meetings
- Assist other staff with programs as needed

Desired Qualifications:

- Fluency in American Sign Language and the ability to communicate with DDBDDHH clients in their preferred mode of communication
- Experienced and knowledgeable regarding sexual assault, domestic violence, social justice, and anti-violence movements
- Independent self-starter
- Ability to manage multiple priorities and deadlines and to work as a team
- BA/BS degree; or 2 years in a human-services related field; or an equivalent combination of education and experience
- Knowledge of Microsoft Word, PowerPoint, Excel, Adobe and Google Drive
- Knowledge of social media platforms: Instagram, Facebook, Twitter, and TikTok

To apply, please email to Sabrina Roullet at sabrina@deafdove.org. Thank you.

DOVE is an Equal Opportunity Employer. People who identify as survivors of abuse, Black Indigenous People of Color, bilingual/bicultural, with disabilities, and/or as LGBTQI are strongly encouraged to apply.