



Bilingual Community-Based Domestic Violence Advocate
Job Description
March 3, 2025

Healing Abuse Working for Change, Inc., creates social change by taking action against personal and societal patterns of violence and oppression. Since 1978, HAWC has provided free services and support to survivors of domestic abuse on Massachusetts' North Shore to help them make informed, independent decisions about their futures. More information is available at www.hawcdv.org.

General Description

This full time, 40 hours/week position is responsible for providing crisis intervention, advocacy, case management and referral services to survivors of domestic abuse through our community offices in Lynn, MA. This position is compensated hourly with annual compensation in the range of \$49,000 - \$51,000, with consideration given to bilingual language skills (compensated at \$1,500/year) and experience. This position is generally scheduled for 9:00 am-5:00 pm Monday-Friday, with occasional participation in client workshops that may occur after 5:00 pm or on weekends. The position will be fully in-person for the first two months, which is half of the four-month probationary period. After that, it is a hybrid work model with the option to work remotely up to two days a week upon demonstration of ability to do so in an appropriate manner. The position is supervised by HAWC's Manager of Community-Based Services. This position requires access to reliable transportation and ability to meet in-person with clients at each of our service locations: Salem, Lynn and Gloucester.

Summary of Benefits

- 3 weeks paid vacation during first year; increases at year 5, carryover of 2 weeks
- 13 paid holidays off per year
- 13 paid sick days per year
- 5 paid personal days per year
- 70% Health insurance contribution paid by HAWC
- 70% Dental insurance contribution paid by HAWC
- 70% Paid Family & Medical Leave paid by HAWC
- 100% Short & Long Term Disability Paid by HAWC
- 100% Employee Assistance Plan paid by HAWC
- 100% Paid Life Insurance (1x annual salary up to \$50,000)

- Health Reimbursement Account (first half of deductible paid by HAWC)
- Flexible Spending Account
- 401K plan

Position Responsibilities

- Provide assessment, support, crisis intervention, advocacy, information and referral services to survivors of domestic abuse
- Complete intake meetings and follow up sessions with clients
- Maintain a client caseload, providing follow-up contact and services as needed
- Complete documentation and data entry for each client contact
- Co-facilitate support groups in rotation with other Advocates
- Respond to requests for services by various community partners
- Foster collaborative relationships with other local agencies and community partners, including participating in meetings, doing outreach and providing direct support to other professionals
- Participate in outreach/tabling events within the local community
- Attend regular supervision, team meetings and all staff meetings

Position Requirements:

- Bilingual language skills with fluency in English and either Spanish or Portuguese
- Complete HAWC's 27-hour pre-service training for new staff and volunteers
- Able to flex hours to meet position responsibilities
- Must have reliable access to transportation, including routine travel to Gloucester
- Familiarity and competency in use of Google Suite, internet and database computer use

Required Characteristics:

- Commitment to and experience providing trauma-informed support to survivors of domestic abuse
- Strong interpersonal skills
- Strong written and verbal communication skills
- Commitment to promoting equity and inclusion amongst clients, team members and community members
- Ability to work independently and collaboratively as part of a team
- Ability to multitask and prioritize
- Creative use of critical problem-solving
- Motivated and resourceful

HAWC is an Equal Opportunity Employer. People of color, LGBTQ people, bicultural and bilingual people, people with disabilities, and survivors of partner abuse are encouraged to apply. HAWC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, genetic information or membership in any group protected by federal and state law.

Please email cover letter and resume to Jillian Nebesar at jilliann@hawcdv.org with “Domestic Violence Advocate” in the subject line, or mail to HAWC Attn: Jillian Nebesar, 27 Congress St. Ste. 204, Salem, MA 01970.