Anti-Violence Program Advocate

Organization Overview

*Sakhi for South Asian Women* exists to represent the South Asian diaspora in a survivor-led movement for gender-justice and to honor the collective and inherent power of all survivors of violence. Sakhi is committed to serving survivors through a combination of efforts including—but not limited to—direct services, advocacy and organizing, technical assistance, and community outreach.

*Our office offers a unique work environment that is collaborative, fun, and committed to social justice.*

Sakhi is looking for a full-time *Bengali speaking Anti-Violence Program Advocate* to join our team in our new office location in Queens. The Advocate will provide trauma-informed advocacy, intervention and support to survivors of domestic violence. The Anti-Violence Program Advocate works collaboratively with the Direct Services team to ensure services are being delivered timely and effectively.

*Note: Candidates must have language proficiency in Bengali.*

Position Responsibilities

Case Management & Advocacy

- Provide crisis response, case management and safety planning through the Sakhi’s helpline, which responds to survivors of domestic violence
- Provide survivors with information on rights, resources, and services available
- Accompany and provide advocacy for survivors of violence in courts, welfare offices, hospitals, police precincts, etc. as per need
- Assist survivors by helping them complete reports & applications, gather information, translate documents, etc.
- Supervise interns to provide supportive services as needed
- Develop, coordinate and facilitate weekly and monthly support group meetings, legal clinics, focus groups, etc.
- Offer responsive referrals to survivors of violence, community members and partners
- Participate in Sakhi’s quarterly volunteer training and orientations as needed
- Work closely with the Direct Services team both in the Queens and Manhattan office
- Assist other Sakhi team members with cross-organizational efforts
Program Documentation and Development

- Keep up-to-date records of all survivor-related work/activities through efficient data collection in Salesforce
- Produce accurate reports and documentation of Direct Services program activities for grant reporting
- Coordinate volunteers for DS program activities
- Ensure routine and comprehensive program evaluation
- Develop ongoing referral relationships within the health, legal, social service systems, and partner organizations
- Present and train regarding Sakhi’s work as appropriate, including conducting trainings pertaining to Cultural Competency to different constituents
- Advocate for equal access for Sakhi’s clients to various public services including health, governmental, judicial
- Attends interagency meetings, trainings and workshops pertinent to advocacy services provided at Sakhi
- Pursues additional education (in-services, seminars, self study programs) to advance skills and knowledge

Required Qualifications

- Bachelor’s degree, BSW/MSW preferred plus a minimum two years of case management in gender based violence advocacy
- Fluency in one or more South Asian languages, especially Bengali is required
- U.S. Work authorization required
- An investment and background in women’s rights advocacy
- Experience with community-based work and ability to engage with diverse communities and audiences
- Strong interpersonal, writing, and organization skills
- Ability to work well across teams
- Acute attention to detail with ability to multitask, prioritize, and act decisively
- Knowledge of and experience with Microsoft Office, G-Suite

This is a full-time role (36 hours a week). Sakhi’s office hours are Monday - Friday, 10am-6pm. Staff members have the flexibility to organize their 36 hours over a four day work week. Some evenings and weekends will be required. Applicant may be required to work out of the Queens office. Sakhi offers a generous benefits package, including unlimited PTO, paid parental leave, health and dental insurance. Additionally, all full-time staff have access to clinical supervision.

At Sakhi, we have a clear vision: to be the place where a diverse mix of talented people want to
come, stay, and do their best work. Sakhi is an Equal Opportunity/Affirmative Action Employer. Bilingual/bicultural applicants, persons of color, people with disabilities and GLBTQI people are strongly encouraged to apply.

Application Information

Applications accepted on a rolling basis. Ideal candidates will be available to start as soon as possible. To apply, email your cover letter and resume to hr@sakhi.org AND to manisha.shah@sakhi.org with the subject “Anti-Violence Program Advocate Applicant”.