

<b>Job Title</b>	<b>Client Advocate</b>
<b>Employer/ Agency</b>	Daya, Inc.
<b>Job Description</b>	<p><b>Core Job Description:</b> The Client Advocate will directly interact with the clients by performing case management duties geared to help the clients move forward. Working closely with the Client Services team, the Advocate will assist clients access resources such as mental health, job training, employment, legal advocacy, housing, childcare, health care, translation and interpretation services, court accompaniment and public assistance.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Answer helpline, do intake and assess needs for appropriate intervention and referral.</li> <li>• Assess lethality and provide crisis management when necessary.</li> <li>• Assist in organizing and conducting support groups and workshops.</li> <li>• Provide legal advocacy. Examples include court testimony, translation and interpretation, filing VAWA application and affidavits for immigration and other legal purposes.</li> <li>• Track client calls; input and maintain up-to-date records on clients and program activities.</li> <li>• Help coordinate and participate in organizational events such as annual fundraiser, seminars, outreach events and volunteer orientation and training.</li> <li>• Maintain and update Advocate Resource Guide.</li> <li>• Assist in grant writing as needed.</li> <li>• Attend Daya staff meetings and other meetings as and when necessary.</li> <li>• Participate in appropriate policy advocacy forums on behalf of South Asian survivors of family violence.</li> <li>• Participate in other projects as needed.</li> <li>• Perform required administrative duties and work cooperatively with other staff and board members to ensure optimal utilization of time and resources.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Commitment to Daya's mission of ending violence against women.</li> <li>• Bachelor's degree or relevant work experience required.</li> <li>• Licensed Social Worker/Counselor and Licensing Interns will be considered.</li> <li>• Excellent writing, research and communication skills.</li> <li>• Ability to work as part of a team, as well as independently.</li> <li>• Proficiency in computer applications and programs, such as Microsoft Excel, Word, Publisher etc.</li> <li>• Competent in using database programs to enter client and other internal data and utilization of the internet in performing job duties.</li> <li>• Well-organized, ability to multi-task, highly motivated, creative, detail-oriented.</li> <li>• Ability to work flexible hours including some evenings and weekends.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficiency in at least one major South Asian language preferred.</li> <li>• Experience working in a non-profit environment preferred.</li> </ul>
<b>Salary/Hours</b>	Competitive with similar non-profits and commensurate with experience. This is a full time salaried position.
<b>Employer/Agency</b>	Daya Inc.
<b>Address</b>	PO Box 571774
<b>City, State, Zip</b>	Houston, TX 77257
<b>Contact Person</b>	Bincy Jacob
<b>Contact Title</b>	Executive Director
<b>Telephone Number</b>	713-981-7645
<b>Email Address</b>	<a href="mailto:bincoy@dayahouston.org">bincoy@dayahouston.org</a>
<b>Application Method</b>	Please send a resume, cover letter summarizing your interest in the position and a completed job application to Bincy Jacob, Executive Director at <a href="mailto:bincoy@dayahouston.org">bincoy@dayahouston.org</a> . Resumes alone without the filled job application will not be considered.
<b>Opening Date</b>	08/15/2015

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.