



Helping Courageous Moms Lift Their Children Out of Homelessness

## Job Description

Title: Community Advocacy Specialist  
Reports to: Director of Programs

### SUMMARY

The Community Advocacy Specialist is on site at various locations providing crisis intervention, advocacy, information and referrals to residents of the City of Boston with special concentration in the neighborhoods of Dorchester, Roxbury, and Mattapan. Locations typically include local courts, health centers and community centers, as well as the agency's main office and its residential programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide crisis intervention, danger assessment, safety planning, emotional support and advocacy for residents living in the City of Boston
- At local district courts in Boston, provides advocacy and assistance for survivors of domestic violence seeking restraining orders.
- At local community based health centers, provides culturally competent, trauma-informed services
- At all sites in the community, provides referrals to comprehensive supportive services at Brookview House and at other human service/social service agencies as appropriate. May accompany survivors to meeting and appointments.
- Develops, promotes and facilitates support groups for at locations in the community.
- Provides individual counseling, possibly in other languages using translators as needed.
- Maintains a comprehensive list of referrals and relationships with community groups, organizations, advocates, and government to facilitate advocacy and referrals.
- Maintains current and accurate records of services, updating database information and preparing periodic reports as needed.
- Participates in case conferences and agency meetings as needed.
- Represents the agency at meetings with community collaborators and at other events as needed.
- Other duties as assigned.

### QUALIFICATIONS

- Committed to Brookview's philosophy, and promoting social justice and social change

- BA in Social Work, Counseling, Psychology, Public Health, Human Services or equivalent with a minimum of 3 years of experience working as an advocate with individuals and groups.
- In lieu of a degree 4-5 years of experience working as an advocate with individuals and groups.
- Excellent supportive listening skills.
- Demonstrated cultural competence with diverse ethnic, cultural and socio-economic groups, as well as diversity based on ability/disability, sexual orientation, and religion.
- Demonstrated ability to utilize appropriate communication techniques when responding to callers that shows sensitivity to the caller's needs.
- Ability to interact with participants in a non-judgmental manner.
- Ability to prioritize, manage multiple tasks and job sites; ability to work independently and in a team.
- Strong organization skills
- Maintains professional boundaries at all times.
- Maintains confidentiality regarding program participants
- Familiarity with community agencies and resources serving homeless and/or low income populations.
- Bi-lingual/bi-cultural preferred
- Ability to travel throughout Boston required; driver's license and car highly desirable
- Ability to work evenings and/or weekends when needed.