Position: Bilingual Advocacy Specialist  
Hours: Full Time, 40 Hours, Non-Exempt  
Salary: Starting range $16.00-$20.00 plus comprehensive benefits and generous PTO  
Deadline: Open until Filled  
Reports to: Special Victims Unit/Family Advocacy Manager  
Location: Santa Fe, NM

Who we are:
Solace Crisis Treatment Center has been restoring strength for over 47 years. Formerly known as Santa Fe Rape Crisis and Trauma Treatment Center, Solace provides a safe place to receive evidence-based therapy for post-traumatic stress, complex trauma, anxiety, and depression disorders for survivors of rape and sexual assault. Other services include victim advocacy, forensic interviewing, and primary prevention programs. We are accredited through the National Children's Alliance as a Family Advocacy Center for children and their families in cases of abuse, neglect, or the witnessing of violent crime.

Position Summary:
The primary role of this position entails working with survivors of sexual and other violent crimes by using trauma informed strategies to assist them in accessing services and navigating the criminal legal system. This position would entail both remote and in person service provision.

Duties and Responsibilities:
- Provide crisis response services for survivors of sexual and other violent crimes and their families in person and over the phone between 8:00 am and 5:00 pm and on the 24-hour crisis line after-hours.
- Provide assessment of client service needs and develop a plan to meet those needs in conjunction with other community service providers.
- Participate in the communication and coordination of services with other providers.
- Provide advocacy, preparation, and support for victims and families in coordination with the District Attorney and victim advocates at the First Judicial District Court.
- Maintain tracking of Department cases that enter the court system.
- Develop and maintain strong relationships with external agencies while coordinating services for survivors and families.
- Maintain up-to-date client files and records.
- Evaluate program effectiveness using approved tools and measures.
- Assist with compiling data for reports as needed.
- Assist with any activities as assigned by Department Manager.

Required Qualifications:
- Bilingual, with a preference for those who have Spanish as a first language.
• Bachelor’s Degree with at least three years of experience working with survivors of sexual and other violent crimes and their families is preferred. *Active community members without formal education are encouraged to apply.*
• Knowledge of and sensitivity to family systems and child victimization.
• Strong communication skills.
• Ability to hold confidential information, use good judgment, and exercise awareness of other people’s needs.
• Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
• Ability to form deep connections to community.
• Strong ability to collaborate with professionals from other disciplines and agencies involved in sexual violence investigations and/or provision of services with survivors and families.
• After-hours availability for on-call crisis hotline.
• Access to reliable transportation.
• Computer literacy in Windows-based applications

**Desired Qualifications:**
• You are excited about working with a team and believe in honest communication between colleagues.
• You enjoy creative problem solving.
• You value community collaboration and building relationships across agencies.
• You value self-care and know how to put that value into practice.
• You are detail-oriented and pride yourself on managing multiple tasks without letting things fall through the cracks.

**To Apply:**
Interested candidates should email a letter of interest, resume, and three professional references to the Executive Director, María José Rodríguez Cádiz, at mjrodcadiz@findsolace.org.

Solace strives to build a multicultural and equitable work environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.