

**Solace Crisis Treatment Center  
Job Posting**

**Position:** Bilingual Advocacy Specialist

**Hours:** Full Time, 40 Hours, Non-Exempt

**Salary:** Starting range \$19.00-\$22.00 plus comprehensive benefits and generous PTO

**Deadline:** Open until Filled

**Reports to:** Child Advocacy Center/Sexual Assault Services Manager

**Location:** Santa Fe, NM

**Who we are:**

*We envision a community where people have agency in their own healing, feel safe to exist as their fullest selves, and have access to resources that meet their needs to thrive.*

Now in its 49th year, Solace Crisis Treatment Center is the regional full-service sexual assault services provider. Solace has three core Services:

- 1) The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
- 2) The Child Advocacy Center/Sexual Assault Services Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
- 3) The Education & Prevention Department's engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.
- 4) Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

**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, but not required. \*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 work with clients from a variety of cultural and socio-economic backgrounds.
- Excellent communication and interpersonal skills.
- Maintain reliable transportation and current automobile insurance.
- Computer literacy in Windows-based applications.
- Ability to abide by all mandatory reporting statutes
- Access to reliable transportation
- Ability to maintain auto insurance

**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.

**Work Environment:**

- While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.
- This position includes a combination of in-office, on site, and remote work. The technology to fulfill these duties will be provided and maintained by Solace.

**Physical Demands:**

- While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.

- The employee is expected to be able to communicate via electronic methods and use Microsoft software and Google Drive.
- The employee will need to sit, stand, or otherwise be mobile within the office.

Solace strives to build a multicultural 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.

**To Apply:**

Interested candidates should email a letter of interest, resume, and three professional references to the Executive Director, Maria Jose Rodriguez Cadiz at [mjrodcadiz@findsolace.org](mailto:mjrodcadiz@findsolace.org)