



EAU CLAIRE AREA HMONG MUTUAL ASSISTANCE ASSOCIATION, INC.

1320 West Clairemont Ave, EAU CLAIRE, WI 54703 PH: 715.832.8420

Empowering people, advancing cultures, and enhancing the quality of life of Chippewa Valley low-income families

Eau Claire Area Hmong Mutual Assistance Association, Inc

Sexual Assault (*Ntuj Tshiab*) Coordinator Position Description and Responsibilities

Position: Sexual Assault (*Ntuj Tshiab*) Coordinator, Dunn County

Immediate Supervisor: Advocacy Program Manager

Reports to: Executive Director

Classification: Professional

Status: Non-Exempt

Description: The *Ntuj Tshiab* Coordinator position is a full-time position which provides services to victims and survivors of sexual violence in Dunn County. The *Ntuj Tshiab* Coordinator's responsibility is to fulfill the objectives outlined in the project while focusing on the mission and vision of the Eau Claire Area Hmong Mutual Assistance Association, Inc. The *Ntuj Tshiab* Coordinator coordinates a culturally and linguistically specific program to serve Hmong victims of sexual violence.

Services include but are not limited to supportive counseling, accompaniment with victims and survivors to legal, medical and/or other needed appointments within the scope of providing victims services, conducting community outreach and educational events. The *Ntuj Tshiab* Coordinator will travel to Dunn County to provide bilingual and bicultural services to victims and survivors of sexual violence, as well as provide educational program and outreach to youth and elders.

The *Ntuj Tshiab* Coordinator is a member of the Advocacy Program Team and work with other team members to provide advocacy services to (dual) sexual assault and domestic violence victims and/or survivors.

Qualifications: A BA/BS in a human service related field OR a combination of relevant education, employment and/or life experience is preferred. Bilingual in English and Hmong is required. Experience with crisis intervention and knowledge of community resources is preferred. A clear understanding of the Hmong culture and interest in the individual and social dynamics relating to adult victims of sexual violence, domestic violence, stalking and harassment is needed. Proficiency with productivity software such as Microsoft Word is preferred. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with clients, co-workers, management and the general public is needed. Must have own transportation and motor vehicle insurance. Must be a team player and demonstrate a willingness to positively contribute to the growth and development of ECAHMAA's mission and values.

Salary: Compensation is based on experience with a starting annual pay range of \$33,000.00 to \$35,360.00

Hours:

This position is 1.0 FTE at 40 hours per week. The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.



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Duties may require working some nights and weekends to accommodate organizational needs. Travel may be required as needed.

Principal Duties and Responsibilities:

1. Provide advocacy to survivors of sexual violence in accordance with their self-defined needs, such referrals to community agencies, shelter, crisis intervention, supportive counseling; education counseling related to domestic violence and sexual assault; safety planning; resources and referrals to social service agencies; Crime Victim Compensation information; assessment of individual needs; appropriate conflict resolution skills that are culturally sensitive and non-judgmental by exercising discretion and judgment to assure the individual needs of the client are met
2. Develop culturally appropriate outreach strategies to engage the Hmong community in addressing sexual assault
3. Facilitates culturally specific support groups
4. Participates in public education work within the service area including but not limited to cultural trainings
5. Partner with and participates in community collaboration by actively contributing to committees advocating against sexual assault such as local law enforcement, court administration, city and county attorneys and other community agencies to increase client safety
6. Communicates concerns of the organization and client needs with co-workers and management daily to assure efficient operation of the organization. Includes but is not limited to personal care items for the client, program needs, office supplies and maintenance needs
7. Attends and participates in meetings within the organization as assigned by supervisor.
8. Attends and participates in planning and is present at functions that promote the organization
9. Assures appropriate and timely record keeping including but not limited to entering daily data (includes computer and paper forms)
10. Complete necessary program reports
11. Assist in gathering information for grant purposes and drafting grant proposals

Other Responsibilities and Requirements:

1. Has reliable transportation, a valid driver's license and vehicle insurance
2. Is committed to professional development and requests to attend a minimum of two trainings per year outside of the organization. These trainings must be related to domestic violence, sexual assault, stalking, harassment or related areas
3. Maintains a clean, organized and comfortable environment within the organization which may include assigned janitorial work
4. Trains and supervises volunteers as appropriate ensuring volunteers receive a well-rounded experience
5. Performs other duties as assigned by supervisor
6. Desire to learn and grow professionally



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Physical Demands:

1. Work with frequent interruptions
2. Frequent walking, standing, ascending steps, descending steps
3. Lifting to approximately 20 pounds and occasional lifting of more may be required
4. Bending, stooping, reaching, twisting, typing and grasping
5. Driving an automobile with or without passengers
6. Vocal communication is required for expressing or exchanging by means of the spoken word
7. Hearing is required to perceive information at normal spoken word levels
8. Visual acuity is required for monitoring and determining needs of residents, reading forms and entering data
9. Moderate exposure to bacteria and communicable diseases
10. Occasional exposure to physical risk
11. Maintain emotional control under stress

Environmental Factors:

1. Work is normally performed in an office and/or residential setting but is not limited to the organization
2. Constant interpersonal interactions including speaking and hearing within an office environment

Additional Responsibilities:

Complete other duties as designated by the Executive Director or Program Manager and must be able to work varying hours as needed, including nights and weekends.

To apply:

Submit cover letter, resume with three references, and employment application to:

Mao Xiong, Advocacy Program Manager
1320 W. Clairemont Ave
Eau Claire, WI 54701

or

Mao.xiong@ecahmaa.org

Application deadline:

May 12, 2021