



Cia Siab, Inc.  
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Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM  
**24/7 WI Hmong Family Strengthening Helpline (877) 740-4292**

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## **Position Description**

### ***POSITION TITLE***

**Youth Sexual Assault Services Advocate**

### ***ORGANIZATIONAL SUMMARY***

Cia Siab, Inc. was founded in 2016 and is the sole provider of bilingual, bicultural social services for Hmoob victims of crime in La Crosse County. Our mission is to provide culturally empowering advocacy to the Hmoob community through holistic support services, with revitalization of the Hmoob language and culture as the foundation. Successful applicants will be able to demonstrate a commitment to racial and gender justice.

### ***POSITION SUMMARY***

Under the direct supervision of Executive Director, the Youth Sexual Assault Services Advocate (YSASA) is responsible for supporting and advocating for youth and young adult victims and survivors of sexual assault in culturally grounded ways. The YSASA will work with other Cia Siab, Inc. staff and community service providers to coordinate and advocate for Hmoob youth and young adults victims and survivors based on their self-defined needs, such as culturally appropriate supportive counseling, resources, and advocacy. The YSASA must be able to exercise tact, resourcefulness and good judgment with a variety of individuals and groups in the Hmoob community. The YSASA must have a grounded understanding of the Hmoob culture and healing.

### ***POSITION RESPONSIBILITIES***

#### **Individual Advocacy**

- Offer bilingual, bicultural support Hmoob sexual assault victims of all ages and genders;
- Assist survivors with safety planning, goal setting, and accessing community resources;
- Accompany survivors to medical, legal, and other appointments as needed;
- Educate youth about and assist with applications for Crime Victim Compensation; and
- Provide translation and language support for youth and families, as needed.

### **Group Programming**

- Co-create and facilitate weekly She Hlub support group meeting for adolescent girls;
- Provide support for weekly afterschool youth programming;
- Teach and support educational sessions about sexual assault prevention and reporting;
- Assist staff with weekly support programming for elders, youth, and adults; and
- Coordinate transportation, food, and other logistics for effective support group operation.

### **Community Outreach and Education**

- Act as a liaison to community partners that work with sexual assault victims;
  - Help plan and carry out large-scale community outreach events (Rice Pantry, Hmoob American Day Celebration, etc.);
  - Prepare social media posts and brochures promoting Cia Siab, Inc. programs;
  - Meet with individuals and groups who want to learn more about our services; and
  - Represent Cia Siab, Inc. at collaborative meetings and community events, especially during Sexual Assault Awareness Month in April.
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- Complete reports and other duties as assigned by the Executive Director. This position requires frequent evening work, as well as local and regional travel.

### ***POSITION QUALIFICATIONS***

#### **Education/Learning Experience**

Required: High school diploma and a combination of relevant education, employment, and life experience. Hmoob conversational skills.

Preferred: Higher education in any relevant field. Familiarity with the La Crosse Hmoob community. Hmong translation and interpretation skills.

#### **Work Experience**

Required: One year experience working with Hmoob or Southeast Asian refugees and/or experience in crisis intervention and knowledge of community resources for Hmoob SA victims.

Preferred: Two or more years' experience with crisis intervention and/or programming for Hmoob SA victims.

#### **Skills/Knowledge**

Demonstrated experience organizing and executing projects in a timely manner. Familiarity with contemporary Hmoob socioeconomic issues and Hmoob clan system. Understanding of cultural and language barriers for Hmoob victims when accessing mainstream social and mental health services, especially for SA victims with limited English proficiency. Ability to maintain strict confidentiality with sensitive information. Demonstrated maturity in short- and long-term relationships with Hmoob community members of all ages. Knowledge of the manifestations of different forms of violence in the Hmoob community; esp. patriarchy, rape culture, toxic masculinity, teen dating violence, and bullying. Basic computer proficiency including email, social media, Google suite, and/or database programs is preferred.

**COMPENSATION AND HOURS**

This position is full time, 12 months, 40 hours a week, including paid holidays and Personal Time Off. The ability to work flexible hours, including frequent nights and some weekends, is necessary. Occasional travel is required. Starting pay is \$23/hour (negotiable based on experience) and includes premium-free health and dental insurance, vision insurance, and simple IRA with matching funds after probationary period.

**LICENSES AND CERTIFICATIONS**

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks. Must be willing to complete CPR and First Aid training upon hire.

**PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB**

This position involves many duties performed on a computer or telephone, as well as regular use of photocopiers. This position will require occasionally moving equipment and supplies weighing up to 50 pounds 20 feet or less. It also requires the ability to drive large passenger vehicles safely as well as traveling between our office and programming buildings several times per day. All employees can expect reasonable accommodations for disabilities. This position does not offer the possibility of remote work; work activities require the employee to be on-site. Desks and workspaces can accommodate mobility aids.

**Acknowledgement Statement**

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that Cia Siab, Inc. is a smoke, drug, alcohol and controlled substance free environment and that weapons are not allowed on the premises at any time for any reason. I also understand that Cia Siab, Inc. is an “at will” employer and that my employment may be terminated at any time without due cause.

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Executive Director

\_\_\_\_\_  
Date

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\_\_\_\_\_

Employee Signature

Date

**POSITION DESCRIPTIONS ARE NOT INTENDED TO BE EXHAUSTIVE LISTS OF ALL RESPONSIBILITIES, SKILLS, OR EFFORTS.**

**THEY ARE INTENDED TO BE ACCURATE SUMMARIES OF WHAT THE POSITION INVOLVES AND WHAT IS REQUIRED TO PERFORM IT.**

... Cia Siab, Inc. is a Non Profit Organization & Equal Opportunity Employer