



Cia Siab, Inc.  
1825 Sunset Ln., La Crosse, WI 54601 | email: admin@ciasiabinc.org  
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***

**LGBTQ+ 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 the Associate Director, the LGBTQ+ Advocate is responsible for supporting, planning and coordinating programming for LGBTQ+ young adults, youth, and allies. The LGBTQ+ Advocate will work with other Cia Siab, Inc. staff and community service providers to coordinate individual and group support for the Hmoob LGBTQ+ youth population based on their self-defined needs. This includes teaching and facilitation on topics like crisis intervention; historical trauma; gender based violence; domestic violence and sexual assault; bullying; safety planning; racism; problem gambling; and teen dating violence, among others. The LGBTQ+ Advocate must have a grounded understanding of Hmoob culture and healing.

### ***POSITION RESPONSIBILITIES***

#### **Individual Advocacy**

- Provide bilingual, bicultural in-school and afterschool support to LGBTQ+ Hmoob youth and allies;
- Assist youth with safety planning, goal setting, and accessing community resources;
- Coordinate crisis intervention, education, and counseling related to domestic violence and/or sexual assault;
- Accompany youth to educational, medical, 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 LGBTQ+ youth and allies support group meeting;
- 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**

- Help carry out large-scale community outreach events (Rice Pantry, Hmoob American Day Celebration, etc.);
- Meet with individuals and groups who want to learn more about our services;
- Represent Cia Siab, Inc. at collaborative meetings and community events, especially during Pride Month in June; and
- Complete reports and other duties as assigned by the Associate 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. Hmoob 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 LGBTQ+ youth.

Preferred: Two or more years' experience with crisis intervention and/or programming for Hmoob LGBTQ+ youth.

### **Skills/Knowledge**

Demonstrated experience organizing and executing projects in a timely manner. Familiarity with contemporary Hmoob socioeconomic issues and Hmoob clan system, especially as it affects LGBTQ+ youth. Understanding of cultural and language barriers for Hmoob victims when accessing mainstream social and mental health services, especially for victims/survivors with limited English proficiency. Ability to maintain strict confidentiality with sensitive information. Experience with individual and social dynamics related to counseling and safety planning. Demonstrated maturity in short- and long-term relationships with Hmoob community members of all ages. Basic computer proficiency including email, social media, Google suite, and/or database programs is preferred.

***COMPENSATION AND HOURS***

This position is part time, 12 months, 20 hours a week, including Personal Time Off. The ability to work flexible hours, including frequent nights and some weekends, is necessary. Occasional travel is required. Starting pay is \$20/hour (negotiable based on experience).

***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

\_\_\_\_\_  
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