



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

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 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 Associate Director, the LGBTQ+ Advocate is responsible for supporting, planning and coordinating LGBTQ+ programming for Cia Siab, Inc.. The LGBTQ Advocate will work with other staff and community service providers to coordinate, design, advocate, teach, and facilitate conversations with the Hmoob LGBTQ population base on their self-defined needs: such as crisis intervention; historical trauma; gender based violence; culturally appropriate supportive counseling; domestic violence/sexual assault; bullying; safety planning; racism; teen dating violence; and basic needs. The LGBTQ Advocate must have a grounded understanding of the 4 Hmoob stages of healing (deconstruction/decolonization, relearn, reimagine, action) and must be able to help youth navigate and understand the importance of these 4 stages and their own identity development.

Facilitating LGBTQ+ Programming

- Coordinate the agency's LGBTQ+ program, supporting youth and young adults;
- Establish a Hmoob LGBTQ+ Ally Support Group;
- Conduct off-site outreach activities and assist with public relations for programs;
- Work closely with mainstream LGBTQ+ organizations and regional culturally-specific organizations to establish referral processes and share best practices; and
- Compile grant reporting and data collection, as directed.

Individual Advocacy & Support

- Build trusting, confidential relationships with Hmoob LGBTQ+ community members and their families, with a focus on Domestic Violence/Sexual Assault survivors;
- Work closely with program staff and volunteers to prioritize and meet client needs;
- Develop safety plans and appropriate responses to discrimination with LGBTQ+ clients;
- Communicate with clients about Crime Victim Compensation when appropriate; and
- Assist with agency-wide special events.

All employees assist with youth, adult, and Elders programming, gardening, food delivery, and transportation and complete reports and other duties as assigned.

POSITION RESPONSIBILITIES

POSITION QUALIFICATIONS

Education/Learning Experience

Required: Associate’s degree in sociology, social work, human services, human resources or another related discipline and/or a **combination of relevant education, employment, and/or life experience**

Preferred: Bachelor’s degree in a related discipline. Familiarity with the La Crosse Hmoob community. Hmoob language skills.

Work Experience

Required: One or more years of relevant private, non-profit, or public sector experience

Preferred: Two or more years of experience in LGBTQ+ programming and/or basic needs service provision

Skills/Knowledge

Strong organization and project management skills. Excellent written and verbal communication and willingness to give presentations about the agency. Self-directed and motivated with the ability to establish and meet program and professional development goals. An understanding of the cultural and language barriers Hmoob LGBTQ+ victims and survivors face when accessing social services. Ability to work in a timely manner and on a flexible schedule. Critical analysis of contemporary Hmoob issues and familiarity with the Hmoob clan system and Hmoob LGBTQ+ issues. Maturity in relationships with Hmoob community members of all ages and abilities. Proficiency with Microsoft Office, Google Docs, Gmail, keyboarding skills and the ability to learn new computer programs.

COMPENSATION AND HOURS

This position is full time, 40 hours a week, including paid holidays and Personal Time Off. The ability to work flexible hours, including some nights and weekends as necessary, with the majority of hours worked Monday-Friday, 9-5. Frequent local travel is required. Starting pay is

\$22 an hour depending on qualifications and experience and includes health, dental, vision and simple IRA after probationary period (3 months).

LICENSES AND CERTIFICATIONS

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks

PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB

Work involves occasional physical exertion with materials or equipment under 20 pounds, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. Ability to sit for long periods of time. This position does not offer the possibility of remote work; work activities require the employee to be on-site.

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. 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.

Executive Director

Date

Employee Signature

Date

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

