

# Inspire Action for Social Change Inspired Boost

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# Promoting and Advertising Jobs

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April 26, 2022

Guest Trainer: Linda Nguyen

Founder and Executive Director

**MOVEMENT  
TALENT**

# Agenda for Today

1. *Maximizing your job announcements*
2. *Getting the opportunity out in the world*
3. *Understanding where your key audiences spend time*
4. *Q & A*
5. *Assignment / Practice*

# Anatomy of a Job Announcement

1. *Relevant title*
2. *Job description (the Challenge)*
3. *List of specific job duties (What You'll Do)*
4. *Desired qualifications (What You Need to Succeed)*
5. *Compensation Including Benefits (\$\$)*



# Is your job title appropriate?

- Check on this by Searching online the job title plus the word “resume”
- Click on Images to see the various resumes that come up

# Is the description descriptive?

The major focus of this position is legal advocacy especially emergency intervention for victims of domestic violence in crisis. This includes assisting victims with protection orders and court accompaniment as well as explaining the judicial process with a focus on victims' rights.

# Job Duties

- *Provides trauma-informed supervision and coordination to families who have experienced violence within their relationships. Documents observations during visits and exchanges. Intervenes during the visits or exchanges if a parent's behavior becomes unsafe for the child(ren). Reports all incidents of suspected child abuse or neglect to Program Director, as well as following all mandated reporting policies.*
- *Provides a safe environment for families by upholding all security policies and procedures. Keeps the visitation center clean and orderly and prepares the visitation center prior to families arriving. Ensures age-appropriate items are available prior to visits.*
- *Maintains positive relationships with community partners including court personnel. Ensures successful execution of programming focused on safety, empowerment and understanding of the dynamics of domestic violence.*
- *Assists in visitation scheduling utilizing best practices and guiding principles of supervised visitation programming. Conducts intake interviews with new clients and facilitates goal planning with participants using trauma-informed approach, in addition to assessing for appropriateness for services.*

# Job Duties (con't)

- *Maintains professional relationships with parents, family members, and children. Treats all family members with respect and without judgment. Participates in ongoing assessment and evaluation of the family's goals. Provides verbal feedback to families regarding their conduct and progress in the visits.*
- *Responsible for tracking of statistical data for assigned clients, continual data quality, and input of services and goals as directed.*
- *Ensures successful execution of standards, policies and procedures of confidentiality and programming focused on empowerment and safety.*
- *Attends scheduled staff and agency wide meetings.*
- *Assures that confidentiality is maintained regarding all client information and agency proprietary information, including but not limited to record storage, organization, and maintenance.*
- *Other duties as assigned.*





**Good rule for word count: 250**  
**(about the length of an average social media post)**

# Qualifications

## Minimum Knowledge and Training Required to Meet Position Requirements

*Minimum educational requirement for this position is Bachelor-level education in social work, counseling, or a related field or High School-level or High School equivalent education and relevant experience. Familiarity with social service, criminal and civil courts, juvenile court, community action agencies, and customer service delivery programs. Strong written and communication skills required. Ability to work with diverse populations. Requires skills and life experiences that indicate sensitivity to domestic violence related issues and families in need of healing and restoration. Must be able to maintain a flexible schedule with evening and weekend work expected. Requires possession of organizational, numerical, communicational, computer, interpersonal, leadership and supervisory skills.*



# Degree Requirements

## Do we need them for this role?



# Qualifications

*We're looking for a flexible, quick-thinking, creative, open-minded and compassionate team player with a sense of humor who can work respectfully with diverse and under-served families. Ability to de-escalate conflicts while remaining calm and professional is key. Background in human services, customer service, knowledge of child development, needs of at-risk families and immigrant communities, and commitment to equity and inclusion desired.*



**Soft skills matter!**





# Promotion and Advertisement

- Internal staff
- External partners and allies
- In-person events
- Thoughtful, curated job sites
- Listservs, Slack Channels
- Community Bulletin Boards
- LinkedIn
- Social Media



A person wearing a white t-shirt, black pants, and green rubber boots is walking in a grassy field. They are carrying a large, full white plastic bag. The background shows a sunset over a body of water with trees in the distance.

**Where do your  
potential staff spend  
their time?**

**Which groups /  
people care about  
your mission?**





Q&A



# Assignment and Practice

*In your own words, take five minutes to create a blurb (spoken or for social media or for the announcement itself) describing why someone would want to work at your organization.*



**Feedback**

# Thank You!

**Let's connect:**

*MovementTalent.org*

*@LindaNguyen100*

Credits: Katrina Kibben, Three Ears Media,  
Recruiter.com



# Future Inspired Boost Sessions

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What else would you like to learn and explore?

Send us any Inspired Boost topics you would like to place in the “queue” for future calls.

Send us an email at

[info@inspireactionforsocialchange.org](mailto:info@inspireactionforsocialchange.org)



# Upcoming Intensive SV Training

## Supervised Visitation Immersion Training

18-Hour Virtual Offering

Training Dates: May 3, 5, 10, 12, 17, & 19, 2022

Attendance at all 6 sessions is required.

**Time:** 6-9 AM Hawaii / 8-11 AM Alaska / 9 AM-12 PM Pacific / 10 AM-1 PM Mountain  
11 AM-2 PM Central / 12-3 PM Eastern

Registration: [http://www.inspireactionforsocialchange.org/supervised-  
visitation-training](http://www.inspireactionforsocialchange.org/supervised-<br/>visitation-training)

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# Inspire Action for Social Change

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**We are here to provide you support - please contact us anytime!**

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