

# DAWCAS

P.O. Box 19454 • Austin, Texas 78760  
512.386-6172 (TTY) • Fax 512.385-0662 • [www.DAWCAS.org](http://www.DAWCAS.org)

## DAWCAS is Hiring!

Founded in September, 1998, the Deaf Abused Women and Children Advocacy Service (DAWCAS) is the first and only domestic violence and sexual assault agency in Texas to provide 100% accessible services for deaf abused women, men, and children. DAWCAS' mission is two-fold:

1. To provide high-quality direct services and advocacy to deaf, hard of hearing, and deaf/blind domestic violence and/or sexual assault victims and their families, regardless of age, race, gender, national origin, and/or sexual orientation and
2. To enhance the cultural understanding, knowledge, and skills of legal, medical, law enforcement, and domestic violence professionals as they respond to deaf clients with skill and compassion.

DAWCAS' work is carried out by skilled staff and trained volunteers who are fluent in American Sign Language (ASL). An engaged Board of Directors, whose membership is comprised by a majority of individuals with hearing loss, supervises and supports the organization's work, staff, and clients.

## DAWCAS Job Posting: Operations Administrator

**With generous grants provided by the Texas Health and Human Services Commission and the Criminal Justice Division of the Governor's Office, the DAWCAS Board is excited to announce its call for resumes for an Operations Administrator. In effort to support its grant-supported liaison and education activities, DAWCAS is searching for a skilled administrator. The primary areas of geographic emphasis will be Travis, Hays, Bastrop, Williamson, and Bexar Counties.**

### Responsibilities include:

1. To assist in outreach and networking to professionals, agencies, and other resources that serve and/or support victims to enhance the access, quality, and quantity of services provided to domestic violence and sexual assault victims who are deaf;
2. To provide technical support and assistance in tracking the outcome of grant-related benchmarks; and
3. To provide support to grants management activities undertaken by DAWCAS

### Candidates must have:

1. Conversational fluency in American Sign Language, comfortable communicating with people of all ages and types of hearing loss;
2. Familiarity and experience in victims' services, particularly domestic violence and sexual assault with relationships and experience in/around the Austin and San Antonio metropolitan areas a major plus;
3. Strong networking, outreach skills with diverse audiences;
4. Strong communications skills in reading and writing;
5. Ability to work independently; and
6. Highly-organized, detail-oriented

Spanish speaking, writing, and signing skills are not required, but will be considered a major advantage. Experience with federally funded victim services grants and/or grants management a major plus. In-depth computer skills, and experience in database, Dreamweaver and web design a plus.

Some travel may be required and is reimbursed by the agency.

**Salary and benefits:** Salary range: \$25,000 annually, based upon experience of the candidate  
Generous health insurance package, paid vacation and sick leave

**DAWCAS is an equal opportunity employer. Applicants with disabilities, from minority communities, and/or who are survivors of domestic violence and/or sexual assault are strongly encouraged to apply.**

## **To Apply for DAWCAS' Operations Administrator Position:**

**The Operations Administrator candidate application period will close Friday, 22 September 2006 at 5 p.m. CST**

**To apply, please send a current resume and three references with current contact information, including phone numbers (with area code) and email addresses.**

**These materials can be submitted:**

**1. By mail:** Mr. Z. Singleton, Operations Administrator  
DAWCAS  
PO Box 19454  
Austin, Texas 78760

**2. By email:** Please send resumes to: [DAWCASJobs@aol.com](mailto:DAWCASJobs@aol.com) Please put "DAWCAS Operations Administrator Hiring" in the subject line.

Applicants are strongly encouraged to provide all application materials in PDF as the DAWCAS Board will assume neither responsibility nor liability for documents that cannot be opened, correctly read, or that are improperly formatted.

**No faxes will be accepted.**

***Please note: Prior to an initial interview, the DAWCAS Board will require all eligible candidates to undergo a mandatory criminal background check.***