

JESSICA CLAIRE

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Professional Summary

Dedicated Advocate eager to pursue a career as a Victim/Witness Specialist. Skilled in advocacy to victims and providing general support. Dedicated to maintaining professional standards and ethical work habits to produce the highest quality case content.

Skills

- Bilingual (Hmong)
- Crisis and emergency communications
- Approachable
- Strategic thinker
- Team work
- Strong work values
- Interpersonal effectiveness

Work History

Overnight Advocate , 05/2012 to Current

Harbor House Domestic Abuse Programs – City, STATE

As an Advocate I am responsible for providing support and advocacy to victims of domestic violence and their children in the Harbor House emergency shelter. This including assisting shelter residents with daily living needs and providing general support and shelter coverage. As an advocate I also document services provided to clients through the client records database, prepare rooms for new residents and conduct house checks. My work shifts include evenings and overnight shifts to ensure adequate coverage of the shelter program.

My main duties are to maintain confidentiality and earn others' trust and respect through consistent honesty and professionalism in all interactions. Also, to provide trauma-informed direct services to victims of domestic abuse and their children including support, advocacy, crisis intervention, safety planning, parenting support, information and referrals.

Bilingual Hmong Para Educator , 07/2009 to 05/2012

Kaukauna Area School District – City, STATE

As a Bilingual Hmong Para Educator my duties are to provide instruction to individuals or small groups of limited or non-English speaking students in a classroom, pull-out or other learning environment; prepare or modify instructional materials and perform clerical duties as assigned; translate for parents and teachers as required.

Education

High School Diploma: 2003

Midlothian High School - Midlothian, Texas

Bachelor of Science: 2010

University of Wisconsin- Green Bay - Green Bay

- Minor in Psychology