



Job Announcement

Position Title: Family Services/Sexual Assault Services Coordinator
Reports To: Executive Director
Hours: Full Time
Salary: \$16.50/Hour Plus Benefits

Position Summary

Family Services - Coordinate and provide Sable House services to victims of domestic and sexual violence. Assess safety needs and provide immediate and ongoing services. Provide case management services to clients. Accompany families to appointments and meetings. Provide advocacy services for families who are working in the judicial and social service systems including DHS, housing, medical, the courts, etc. Maintain accurate statistical records as required. Coordinate the crisis hotline and calendar and conduct periodic training for volunteers working on the crisis hotline. Attend community partner meetings and act as a representative of Sable House to provide information about our services.

Sexual Assault Response Services - Act as Sable's sexual assault response point person. Participate as a member of the Polk County Sexual Assault Response Team. Coordinate sexual assault response services. Assess and respond to the needs of sexual assault victims. Respond over the phone or in-person to the hospital to provide support and information to sexual assault victims as requested. Provide safety planning to sexual assault victims to assist with increasing safety. Provide information to victims about their legal rights, confidentiality, crime victim's compensation, etc. Conduct training for staff, volunteers, community partners and other service providers. Assist with coordinating Sexual Assault Awareness activities.

Required Qualifications:

Four years relevant experience at least 2 of which spent working with domestic/sexual violence victims or a bachelors degree plus 2 years relevant experience is required. Relevant volunteer experience may also be considered toward meeting requirements.

Critical/Preferred Knowledge and Skills:

Understanding of the dynamics of domestic and sexual violence.
Commitment to ending violence and oppression.
Crisis intervention, client advocacy and problem solving skills.
Self-direction an initiative skills and the ability to be flexible in a crisis service environment.
Experience conducting public presentations and training.
Understanding of non profit organizations.
Bilingual Spanish Preferred.

To apply send resume and cover letter describing qualifications by June 30th to:

Sable House - Attention: Executive Director

PO Box 783

Dallas, OR 97338

OR email application materials to: Deborah@sablehouse.org

Equal Opportunity Employer
