

Job Title: Urban Advocate - Bilingual

Supervisor: Urban Services Manager

Location: Business Office

Shift: mostly Mon-Friday, days & (evenings as needed)

Employment status: 1.0 FTE, non-exempt; 12.50-14.50, plus benefits

Summary: Work as a part of a team to walk with Intimate Partner Violence (IPV) survivors as they take back their personal power from initial crisis to transitional and in between by providing advocacy-based support. Coordinate economic empowerment services including internal/external classes, network with other agencies, and assess participants for all agency services. Maintain participant confidentiality. Work with Womenspace team to provide a safe and healthy environment for all personnel and participants.

Essential Duties and Responsibilities:

- Provide support, advocacy, safety planning, community referrals, and domestic violence/intimate partner violence (IPV) education including the effects on children in person and by phone.
- Be familiar with community service providers in order to better serve survivors and their children with appropriate support, networking, and referrals.
- Provide information about legal remedies and resources, including information about the availability of Protective Orders.
- Evaluate survivors' self-sufficiency needs and assist in setting short and long-term goals.
- Work with NEDCO to provide financial literacy services for both individuals and groups.
- Provide referrals for job training and employment opportunities.
Collaborate with NEDCO and ACCESS to provide on-site programs including resume preparation, interviewing techniques, computer office skills/programs, English as a Second Language, etc.
- Provide educational planning and scholarship resource assistance
- Provide/assist with crisis intervention and ongoing support of survivors including case management of those in the Turning Point Program.
- Maintain accurate paperwork, statistics and fiscal documentation.
- Collaborate with agency personnel to increase cultural competency when working with survivors from diverse backgrounds and underserved communities
- Assist with community education either tabling or presenting 2 hours a month
- Assist with training of staff and volunteers.
- Attend meetings and trainings as assigned.
- Back up Kids First Response
- Appropriately manage confidential information.
- Create a clean, organized work and donation area environment.
- Provide required weekly crisis line shift as well as cover the lines as needed.
- Work as a member of the Urban Services team and overall Womenspace team.
- Special projects as assigned.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting

- Experience working with survivors of intimate partner violence (IPV) preferred
- Knowledge, experience, and ability to relate to, communicate, and work with people from diverse backgrounds and underserved communities
- Knowledge and ability to practice cultural humility
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations
- Knowledge/understanding of safety planning and crisis intervention response
- Ability to work independently, multi-task and prioritize work appropriately
- Ability to seek out community resource information relevant to survivors of intimate partner violence (IPV)
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction
- Ability to provide advocacy by phone and in person; maintain a survivor-centered focus
- Ability to provide informative community presentations about intimate partner violence (IPV) and Womenspace services
- Familiarity with community partners and the importance of community collaboration
- Ability to manage self-care; Balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Well organized, creative, empathetic, and people oriented
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment

Qualifications:

- Commitment to the Womenspace mission.
- Written and spoken bilingual fluency in English and Spanish required.
- Must have current insurance coverage and a valid driver's license.
- Pass background check and Department of Motor Vehicle Driving Record Review.
- Successful completion of the Womenspace training program within the last 3 years or active employment. (Includes the 40-hour DHS training and onsite shadowing.)

Application Procedure:

- Visit our website womenspaceinc.org to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to humanresources@womenspaceinc.org
- (Submitting in person also accepted).
- Open until filled.

The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.