



## ***Mental Health Counselor Position***

**Location:** Albany, Oregon

**Reports To:** Clinical Supervisor

**Status:** Part-Time (.5) or Full-Time (Non-Exempt)

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The position is offered at .5 FTE (20 hours/week) or 1.0 FTE (40 hours/week) depending on the candidate's availability.

### ***If you are the kind of person who...***

- Has a background in trauma-focused mental health care,
- Loves working with children,
- Is passionate about serving the most vulnerable populations

### ***And you want to...***

- Be a part of a close-knit, supportive team that's working together to help children recover, heal, and transform from trauma,

### ***You are the Counselor we are looking for!***

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice, and helping children and families heal and thrive. We envision a world in which every child has the opportunity to be happy, healthy and safe; parents and caregivers understand the impact of their actions on children, and our community actively and vocally stands up to child abuse and neglect.

### ***What you will be doing:***

- Treating children who have experienced maltreatment
- Providing family or group therapy to non-offending family members
- Offering clinical support and consultation for the multidisciplinary team
- Working for one of Oregon's Top 100 Non-Profits

### ***What you bring:***

- Master's Degree in Counseling, Psychology, Social Work or other related field
- Active license to practice mental health care in the state of Oregon
- Experience delivering trauma-focused treatment modalities

### ***What we bring:***

- Competitive wages based on experience and an excellent benefits package including 100% employer paid benefits for the employee.
- Annual budget for training towards continuing education and professional development
- A tight-knit team with a culture of respect, integrity and values oriented around the goals of our mission
- A supportive and warm atmosphere, oriented around well-being, growth, and community

***Join our team to help make a positive impact in a child's life today!***

***Compensation:*** Dependent upon experience, \$24-\$28/hour. Excellent benefits, including medical & dental insurance, generous paid time off, training opportunities, self-care support and the ability to participate in our retirement plan.

***To apply:*** All qualified applicants interested in this position are encouraged to apply by submitting a completed application and cover letter through the application portal:

<https://abchouse.bamboohr.com/jobs/view.php?id=21>

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. ABC House is a drug-free work place. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.

## Executive Director

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**ABC House** is excited to announce that we have an opportunity for an experienced Executive Director to join our Leadership Team.

At ABC House, our people are passionate about breaking the cycle of child abuse and neglect by supporting children as they find their voice and helping children and families heal and thrive. We envision a world in which every child has the opportunity to be happy, healthy and safe.

The Executive Director is an important role for our organization. Our Director acts as the Chief Executive Officer and is responsible for the overall management and direction of the organization in accordance with its mission and vision. This position serves as the public face of the organization, including liaising with the media, networking within the community and participating in public speaking engagements.

This position works under the general oversight of the Board of Directors and is responsible for the following:

- **Leadership and agency management.** Oversees the day-to-day operations of the organization, including administration, programs and personnel. This position directly supervises the senior management team and works in concert with that team to hire and retain staff.
- **Financial performance and viability.** The Executive Director is responsible for the financial integrity of ABC House, including the creation of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- **Relationship-building and community presence.** The Executive Director develops and maintains relationships with key partners and stakeholders including multidisciplinary team (MDT) agencies, government leaders, nonprofit organizations and the business community.

The Executive Director will also support an internal culture at ABC House that reflects a high value placed on inclusion, connection, service and collaboration. The ideal candidate will have an interest in furthering our development of diversity, equity, inclusion and trauma-informed organizational health.

**The qualification required for this position include:**

- A minimum of 4 years of nonprofit management experience at a senior level. A Master's degree is preferred or equivalent combination of education and relevant experience.
- Experience working in a multi-disciplinary team and/or social services environment and experience working with a Board of Directors.
- Excellent management and supervisory skills and effective communication skills.
- Sound knowledge of financial management and strong fundraising and grant writing expertise.

ABC House offers a culture of respect, teamwork, integrity, and pride as well as competitive wages based on experience. We pay 100% of the employee's cost for health, vision and dental insurance. Paid time off and holidays are also included.

If you feel like this is the right position for you, please send your cover letter and resume to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com).

Established in 1997, ABC House is a Children's Advocacy Center that offers child abuse assessment, treatment and support services, post-trauma counseling and youth and adult educational programming. We provide high-quality child abuse assessments for local children when there are concerns of abuse and neglect in Benton and Linn counties.

ABC House is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and nontraditional family forms. We are a drug free workplace. Please visit us at [www.abchouse.org](http://www.abchouse.org)

Cascade Employers Association is assisting with this recruitment.

## CARES NW Child Abuse Interviewer Job Opportunity

Regular Full-Time position

**Spanish speaking strongly preferred**

With compassion and commitment, Child Abuse Interviewers embody the Legacy mission of making life better for others. They do this by collecting psychosocial information from parents/guardians of patients, assessing immediate risk. They work in partnership with the Emergency Department multi-disciplinary team, Law Enforcement, Department of Human Services and CARES NW. You are committed to working with healthcare teams to ensure every patient receives the care, comfort and dignity they deserve. If this is how you define your role as a Child Abuse Interviewer, we invite you to consider this opportunity.

### Essential Functions:

- Network with police and child protective agencies through contact with agency personnel.
- Interview children to obtain relevant information about allegations of abuse
- Prepare notes and review of interview in an organized and professional format
- Testify in court as to the results of child interviews
- Promote community awareness of child abuse issues through educational programs.

### Qualifications:

- MSW, MA, or Med in social work, counseling or related field.
- Two years experience related to child abuse issues with preference for those with experience interviewing children about abuse.
- Licensed Clinical Social Worker (LCSW), or Clinical Social Work Associate (CSWA) actively working toward LCSW licensure, or Licensed Professional Counselor (LPC), or Registered LPC Intern actively working toward LPC licensure.

To locate the posting and to apply for this position, go to [legacyhealth.org/for-health-professionals/careers.aspx](http://legacyhealth.org/for-health-professionals/careers.aspx), access view all careers and type in the Job Title – Child Abuse Interviewer (job # 19-11166).

Equal Opportunity Employer/Vet/Disabled





## **CASA Supervisor – Washington County**

### **Who We Are:**

Our Vision: To advocate for a child in the foster care system who has been abused or neglected and to get them into a permanent home safely, quickly and effectively.

Our Mission: We advocate for the best interests of abused and neglected children who are under the protection of the court. We dedicate our resources to recruiting, training, and supporting citizen volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year over 1,100 children will benefit from their tireless and tenacious work.

We need people who are responsive to and understand the culture of poverty, who have lived or professional experience partnering with communities of color, and who understand and are skilled in working with families and youth who are Black/African American, Latinx, Asian, Native American and/or LGBTQ+.

### **Where You Will Work:**

230 NE 2<sup>nd</sup> Ave., Ste I, Hillsboro, OR 97124

Currently the position is fully remote with the exception of onboarding and orientation. Starting in September our team will be returning to the office, but there will be the possibility of some on-going remote work for this position.

### **Who You Will Report To:**

Program Manager – Washington County

### **Position Type:**

Full time, Non-Exempt (hourly) Employee

### **Position Description:**

The CASA Supervisor supports volunteer Court Appointed Special Advocates (CASAs). The supervisor assures that children served by the program receive sound advocacy and early permanency planning, in accordance with the Oregon Statute and federal laws and the policies of CASA for Children.

### **Things You Will Get to Do:**

- Support, manage and monitor advocacy efforts for CASAs on 36 cases through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, and preparation for court appearances. Assure that CASA policy and practice standards are followed in each case.
- Proactively engage with CASA volunteers both in and out of the office to ensure a high-level of support and to enrich their volunteer experience

- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed
- Edit court reports from your volunteer advocate team and submit them to the court
- Document CASA case activity and demographic information in agency database
- Represent the organization in the community child welfare and juvenile court system through participation in work groups, committees and public relations activities as assigned
- Participate in program implementation, evaluation and planning
- Participate in CASA team and staff meetings
- Participate in pre-service screening and training as well as continuing education for CASA volunteers
- Attend training, social or development activities during evening or weekend hours up to twice a month
- Other duties as assigned by the Program Manager

**Qualifications You Will Need:**

- Education obtained either through a bachelors' degree in social work or a related field *or* lived experience *or* a combination of the two
- Volunteer management
- Ability to work with volunteers to edit court reports using Microsoft Word and Google Drive
- Competence in the child welfare and/or child and family services systems
- Knowledge of child abuse and neglect, and the impacts of trauma
- Experience with advocacy, family court, and the social services system
- A commitment to advancing and modeling diversity, equity and inclusion

**Other Knowledge, Skills & Abilities You Will Need:**

- Familiarity with the Juvenile Dependency System
- Case planning and review
- 3 or more years paid or volunteer experience working with children and families
- Work as part of a team to achieve agency goals
- Handle multiple priorities in a fast paced work environment
- Work collaboratively with community partners and family members
- Strong written and verbal skills

- Effectively utilize computer technology, including MS Office and databases
- Maintain confidentiality and appropriate boundaries

### **Qualities We Are Looking For:**

- Kind
- Compassionate
- Strength-Based
- Flexible
- Critical Thinker
- Solution-Oriented
- Lifelong Learner
- Resilient

### **Other Things You Will Need:**

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the training program for CASAs in your first four months of employment
- Complete CASA's "Knowing Who You Are" training in your first six months of employment\*  
*\*depending on availability*

### **Your Salary and Compensation:**

This position starts at \$40,000 (based on 2080 full time annual hours at \$19.23/hr). Compensation includes a benefits package with medical (including mental health coverage), employee assistance program, dental, and disability insurance, retirement plan, and a generous paid time off and holiday schedule to help with work/life balance.

### **How You Can Apply:**

Send your resume and cover letter to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **CASA Supervisor - Washington County**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. We review applications as we receive them so apply early for the best consideration. This position will remain open until filled, but a candidate pool could be chosen sooner if an ideal candidate is found. We prefer not to receive phone inquiries.



## **Sex Trafficking Intervention Coordinator**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Coordinate the Jackson County Coalition Against Sex Trafficking, provide direct service to survivors of trafficking, and coordinate and provide outreach within our county to promote awareness of the issue of trafficking.

### **QUALIFICATIONS:**

- Bachelor's degree in Psychology, Criminal Justice, Women's Studies or related field or two years' relevant experience preferred.
- Minimum one year direct service work with people in crisis.
- Public speaking experience.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally agile.
- Strong written and verbal communication skills.
- Ability to work as part of a team and to communicate effectively with community partners.
- Aptitude to develop extensive knowledge of the dynamics of sex trafficking.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public, both in person and on the telephone.
- Ability to handle confidential information with integrity.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Ability to provide training to professionals and community members.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of the service population.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Coordinate and facilitate monthly county-wide sex trafficking task force committee and subcommittee meetings.
- Spearhead protocols and processes for addressing sex trafficking in Jackson County.
- Collaborate with task force members to create a county-wide referral process.
- Create community awareness plan to train community-at-large on dynamics of sex trafficking.
- Oversee data collection for county sex trafficking statistics.
- Oversee and maintain county-wide resource list.
- Coordinate with the Department of Justice regarding training, task force meetings, and standardized screening and data collection.
- Promote the Agency in a positive manner to employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Provide support, information, referral and advocacy to survivors of sex trafficking.
- Provide training and education to volunteers, community groups and social service/criminal justice agencies.
- Serve on committees as appropriate.
- Position may require transportation of clients.
- Attend Agency meetings.
- Be part of on-call rotation within Agency.
- Other duties as assigned.

Position Name: Sex Trafficking Intervention Coordinator

Department: Advocacy Services

Supervisor: Program Director

Revision Date: 06-16-20

FTE: 1.0       Exempt     Non-Exempt

Position #: CW102018KC

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

Community Works is an Equal Opportunity Employer



545 W Umpqua St, Ste #1  
Roseburg, Oregon 97471  
541-957-5646  
[www.douglascares.org](http://www.douglascares.org)

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## Licensed Therapist

**Douglas C.A.R.E.S.** (Douglas County Children's Center, Inc.) in Roseburg, Oregon is seeking a licensed therapist. This is a full-time position with a competitive salary plus benefits, based on 40 hours per week. Join a skilled compassionate team of professionals and make a difference in the lives of children and teens.

**POSITION GOAL:** Provide mental health clinical assessment, diagnosis and treatment of physically and sexually abused children, and support for their non-offending families. Participate in Douglas C.A.R.E.S. training and collaboration with other agencies in responding to child abuse reports.

**QUALIFICATIONS:** Master's Degree in mental health related field and a professional license in social work or marriage and family therapy. We prefer experience in a mental health setting dealing with individual, family and group therapy for a range of child abuse and neglect issues, including domestic violence and/or drug endangerment. Applicants should have a thorough knowledge of the principals and practices of mental health diagnosis, treatment planning and effective treatment modalities, and the ability to work cooperatively with families, law enforcement, other agency personnel and community partners. Bilingual skills are a plus for the position.

**Please send Resume, Letter of Interest, (4) Work Related References and (3) Personal References by email to:**

[becky@douglascares.org](mailto:becky@douglascares.org)

Open until filled.



**JEFFERSON COUNTY, (OR)**  
invites applications for the position of:

## **Victims Assistance Grant Coordinator**

**SALARY:** \$21.25 - \$27.17 Hourly  
\$3,698.25 - \$4,726.93 Monthly  
\$44,379.04 - \$56,723.14 Annually

**DEPARTMENT:** District Attorney

**DIVISION:** Victims

**OPENING DATE:** 06/22/21

**CLOSING DATE:** 07/06/21 11:59 PM

### **DESCRIPTION:**

#### **Summary**

The Victim Assistance Grant Coordinator is responsible for preparing grant reports, managing the grants operating budget, completing all grant requirements, and communicating with grant monitors.

#### **Distinguishing Characteristics**

This position works under the general supervision of the District Attorney and direct supervision of the Director of Victim Assistance.

### **ESSENTIAL DUTIES:**

#### **Essential Duties and Responsibilities**

- Write, maintain, and coordinate competitive and non-competitive OVW and CVSSD grants.
- Ensure reporting and fiscal compliance with all funding sources and Jefferson County.
- Track and maintain all statistics and documents for grant reporting requirements.
- Ensure county, subaward, and contractor compliance with all grant award requirements.
- Complete all grant requirements, and policies such as the Equal Employment Opportunity Plan (EEO) and Sub-monitoring procedures.
- Communicate with grant monitors.
- Maintain and update equipment inventory, and other lists according to grant and county requirements.
- Coordinate all aspects of the grants.
- Inform the Director of any possible grant funded trainings that would fulfill grant goals.
- Coordinate grant funded training and travel requests. Coordinate away training for personnel for the grants. Track trainings attended.
- Manage the operating budget for each grant within the grant and county fiscal guidelines.
- Complete accurate monthly budget reports.
- Coordinate revenue, expenditures, and indirect expenses with the Office Manager and the County Finance Department.
- Complete grant budget modifications, as needed.
- Prepare the yearly county budget presentation, and complete yearly fiscal reconciliation and SEFA. Review with Victim Assistance Director.
- Discuss fiscal planning and grant expenditures with the Director, as applicable.

- Collaborate with Victim Assistance Director on all grant related decisions, budgets, requirements, policies, and applications etc.
- Complete and send related quarterly fiscal reports according to grant guidelines on time.
- Complete and submit all quarterly, semi-annual, and yearly progress reports on time.
- Follow all Jefferson County grant policies by communicating grant activities and seeking approval from the Jefferson County Board of Commissioners when necessary.
- Work well independently and as a team.
- Builds and establishes cooperative relationships with other community service providers.
- Keep the Director aware of any problems or concerns that may arise. (i.e., personality conflicts).
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS:**

### **Qualifications**

#### **Knowledge and Skills**

Organizational and time management skills are essential. Computer, writing skills and basic math skills are necessary. The work will require rapid response to written reports including statistical tracking and may also require the ability to move quickly from place to place. Excellent communication skills.

#### **Abilities**

The ability to operate a computer and other office equipment and to communicate effectively on the telephone and in person. Ability to work independently yet provide regular feedback to supervisor and other staff. Ability to communicate professionally and effectively; act professionally and ethically at all times and to strive to maintain positive and productive working relationships with colleagues. Must possess the ability to keep information confidential. Must be able to abide by the laws, policies and procedures that govern the District Attorney's Office, Victim Assistance Program, and Jefferson County.

#### **Physical Abilities**

Ability to sit at a computer screen, using rapid finger, hand, and arm movements for extended periods of time. Ability to sit, speak and listen effectively. Ability to stand and lift, push, or pull greater than 30 pounds occasionally.

#### **Education and Experience**

Must have an associate degree (bachelor's degree preferred) or equivalent. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

#### **Licenses and Certificates**

A valid Oregon Driver's License with an acceptable driving record. Must be able to pass a criminal history background check upon conditional offer of employment.

#### **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials.

#### **Probationary Requirement**

This position is based on the successful completion of a nine-month probationary period.

## **SUPPLEMENTAL INFORMATION:**

First Review Date 07/06/2021

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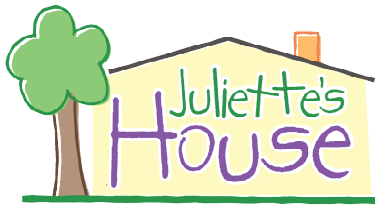
APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.jeffco.net/hr>

Position #VA Grant Coordinator  
VICTIMS ASSISTANCE GRANT COORDINATOR  
AM

66 SE D Street  
Suite E  
Madras, OR 97741  
541-325-5002

[hr@co.jefferson.or.us](mailto:hr@co.jefferson.or.us)

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CHILD ABUSE INTERVENTION CENTER

## FACILITIES & IT TECHNICIAN JOB DESCRIPTION

This is a full-time, benefited position (1.0 FTE)

Starting Wage: \$18.25 hr. (Possible increase dependent on preferred experience)

Juliette's House is a 501c3 organization. We support and medically assess children who are suspected victims of abuse or neglect. Headquartered in McMinnville, OR. We are the sole organization in Yamhill County providing comprehensive child abuse assessment and intervention and prevention services (working jointly in Polk & surrounding counties. National accredited Juliette's House is a place of healing for children, along with their non-offending family members or caregivers.

### COMPETENCIES / CHARACTERISTICS

- A strong team player, with willingness and desire to be an integral part of the organization.
- Ability to manage the upkeep equipment and supplies for organizational efficient operation.
- Ability to inspect buildings structures to determine the need for repairs or renovations.
- Enjoys supporting individual's equipment needs, helping other with varying equipment questions and needs.
- Understands and enjoys using proper procedures for the repair, overhaul, and maintenance of a variety of hardware including installation of software, phone systems, video systems, and other equipment.
- Strong work ethics centered in accountability and follow-through with attention to detail.
- Communicate well and maintains harmonious working relationships with other employees and public.

**Reports to:** Chief Operating Officer

### GENERAL BUILDING OPERATIONS RESPONSIBILITIES (in cooperation with COO and Operations Staff)

- Works effectively and assist all staff with various equipment and computer duties.
- Manage and assist employees with help tickets and general support needs.
- Plan and coordinate all installations (computer, utilizes, equipment etc.) and refurbishments.
- Ensure safe operations and support to employees to ensure best possible, problem-free conditions.
- Handle facility service contracts, memberships, and maintenance refills.
- Always maintain organizational safety procedures to meet set standards and requirements.
- Evaluate, maintenance issues and repair building as needed, and in the event of an emergency.
- Maintain fire, carbon monoxide, smoke, and other safety systems.
- Work with tools and supplies necessary to complete projects.
- Perform regular duties relating to waste disposal, grounds upkeep, building security, etc.
- Order regular stocked supplies and special project needs (on-line, in-person and over the phone).
- Maintain accurate records of projects, receipts of purchases and other related functions.
- Communicate with supervisors about any work that requires outside expert assistance.

## IT RESPONSIBILITIES

- Evaluate and determine organizational needs involving equipment and software for computer network, phone system, building alarm and security, interview recording equipment and clinical cortex flow.
- Keep up to date on new software and systems relating to information technology and computer systems.
- Responsible for the installation, configuration, troubleshooting, and on-going support of JH workstations, laptops, printers, peripheral equipment, and software throughout the organization.
- Confirm JH computer requirements and work with suppliers to develop solutions and updates.
- Provide ongoing assistance to staff with general computer questions ranging from password reset to possible troubleshooting.

## REQUIREMENTS

- 2+ Years IT, Network, Desktop Support or IT Hardware or Infrastructure experience
- In-depth knowledge of Windows 10 and Microsoft Office/Office365 with PCs, Laptops, Tablets, peripherals, and other hardware components.
- Experience with QuickBooks, Medisoft Solutions, Greater Giving, and other funding software is **a Plus**.
- Bilingual Applicants is also **a Plus**.
- Previous experience with clinical Cortexflo and computer forensic recording equipment **is preferred**.
- Previous experience with Salesforce, Network Servers, Integrated Phone Systems **is preferred**.
- Strong ability and desire to learn new systems, programs relating to software and equipment.
- Understanding of customer management systems, security, network, databases, and phone systems.
- Excellent interpersonal, organizational, communication and people skills.
- Willingness to inspect and evaluate all mechanical aspects of the building.
- Must have ability to climb heights, lift up to 50 lbs., climb ladders and work in small crawl space.
- Well-versed in technical/building operations and facilities management best practices.
- Knowledge of basic accounting and finance principles.
- Excellent verbal and written communication skills with strong analytical/critical thinking skills.
- Strong analytical/critical thinking skills, with ability to work effectively in an unsupervised environment.
- Excellent project management skills and strong ability to prioritize.
- Must be available to occasionally assist after normal work hours.

## BENEFITS

- Employer Provided Health & Vision Insurance
- Employee Assistance Program
- Employer Contributing IRA
- Generous Paid Time Off
- 13 Paid Holidays

Please e-mail resume and cover letter explaining your experience to: Bill Lindemann COO, [bill@Julietteshouse.org](mailto:bill@Julietteshouse.org)

**Juliette's House is an Equal Opportunity Employer**

**JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER**

1075 SW Cedarwood Avenue, McMinnville Oregon 97128

Phone: 503-435-1550 Fax: 503-435-1435 [julietteshouse@julietteshouse.org](mailto:julietteshouse@julietteshouse.org)

Juliette's House is a 501(c)(3) organization. Tax ID No. 93-1156152



## **Juliette's House Job Announcement**

Full-time – Family Support Team Coordinator  
Excellent compensation and benefits package,  
with increases depending on qualifications and experience.

Juliette's House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, and trauma. Our successes lead to vital positive social change and we are looking for a highly organized, energetic and passionate person to join our team. Visit [www.julietteshouse.org](http://www.julietteshouse.org).

### **Family Support Team Coordinator**

The Juliette's House clinical services team is seeking a licensed clinical social worker to oversee family support services. The family support team (FST) coordinator provides crisis support, ongoing information and psychoeducation, and resource referrals for caregivers so that they can more effectively support children towards healing. The FST coordinator also oversees the undergraduate internship program, developing and presenting a robust curriculum and supervising interns who assist with direct client support. The successful candidate will be grounded, reliable, self-motivated, and interested in helping develop and improve the program.

### **Primary Duties**

- Support families during child abuse assessments, orient them to the building, assist with paperwork, provided crisis counseling.
- Work closely with assessment team to determine needs of the child and family and help caregivers connect with local resources.
- Provide follow-up support and services with families for up to year to ensure access to community resources.
- Develop and present curriculum for students enrolled in internship program. Provide supervision for interns.
- Assist clinical services manager as needed with various tasks such as intake calls, medical charts organization, reminder calls, subpoena tracking, report distribution, etc.

### **Requirements**

- Master's degree in social work and license in the State of Oregon as a Licensed Clinical Social Worker
- One year of clinical practice with children and families, preferably with abuse survivors.
- Fluency in Spanish Preferred.
- Must be able to pass a criminal background, DHS Child Welfare Registry, and sex offender registry checks prior to employment.

### **To Apply**

Please email a cover letter and resume to Julie Siepmann

[jsiepmann@julietteshouse.org](mailto:jsiepmann@julietteshouse.org)



Open until filled.

Juliette's House is an Equal Opportunity Employer, in accordance with the State of Oregon. We embrace diversity and inclusivity. We employ without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state, or federal law. We are a smoke free, weapon free, trauma-informed workplace.



## **Juliette's House Job Announcement**

### **Full-time – Licensed Mental Health Provider**

Excellent compensation and benefits package,  
with increases depending on qualifications and experience.

Juliette's House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, and trauma. Our successes lead to vital positive social change and we are looking for a highly experienced, organized, energetic, and passionate person to join our team. Visit [www.julietteshouse.org](http://www.julietteshouse.org).

#### **Child, Adolescent and Adult Mental Health Provider**

The Juliette's House mental health program is seeking a licensed therapist to provide individual, family, and group counseling to adults and children who have been impacted by trauma and/or grief. The role provides a rewarding opportunity to work closely with team members to help adults, children and families thrive. We are currently specifically looking for a provider interested in and willing to work with younger children (ages 3-10) in addition to older children, teens, and adults.

#### **Primary Duties**

- Provide triage, assessment, individual, family, and group counseling, as well as crisis services for adult survivors and, possibly, their families.
- Provide case management and consultation services for clients as needed to ensure continuity of care.

#### **Requirements**

- Graduate degree in Psychology, Social Work, or other mental health related field.
- Licensure in the State of Oregon.
- Three years of clinical practice with children and families, including abuse survivors.
- Fluency in Spanish Preferred.
- Must be able to pass a criminal background, DHS Child Welfare Registry, and sex offender registry checks prior to employment.

### **To Apply**

Please email a cover letter and resume to Julie Siepmann

[jsiepmann@julietteshouse.org](mailto:jsiepmann@julietteshouse.org)

Open until filled.

Juliette's House is an Equal Opportunity Employer, in accordance with the State of Oregon. We embrace diversity and inclusivity. We employ without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state, or federal law. We are a smoke free, weapon free, trauma-informed workplace.

#### **JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER**

1075 SW Cedarwood Avenue, McMinnville Oregon 97128

Phone: 503-435-1550 Fax: 503-435-1435 [info@julietteshouse.org](mailto:info@julietteshouse.org)

Juliette's House is a 501(c)(3) organization. Tax ID No. 93-1156152



## Child Abuse Medical Provider/Medical Director

*Are you a licensed physician who is looking for a meaningful and fulfilling position? Are you looking to work as part of a multidisciplinary team of professionals that works together to make a difference for children? Kids FIRST in beautiful Eugene, Oregon seeks a licensed physician or other licensed health-care professional trained in the evaluation, diagnosis, and treatment of child abuse, to perform medical evaluations of suspected child abuse victims. While experience in child abuse medicine is ideal, providers with experience in pediatric or family medicine are qualified.*

Kids FIRST is an Accredited Children's Advocacy Center and has been serving Lane County since 1994. The Medical Director will conduct examinations in the clinic setting, and will also participate in child abuse education. Experience in pediatric or family medicine is required, and knowledge in the diagnoses and treatment of child maltreatment is preferred. Core duties include direct patient care in the Kids FIRST clinic, record and file reviews for patients seen offsite, and testifying in legal proceedings as needed.

**Mission:** Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

**Vision:** to reduce the trauma experienced by child victims of abuse and their non-offending family members through multidisciplinary intervention, advocacy, support and strong community partnerships.

### **Responsibilities:**

Responsibilities include, but are not limited to, the following:

- Evaluate child abuse records and compose detailed medical report after reviewing assessments (typically Karly's Law)
- Write detailed medical reports from medical assessments performed.
- Observe forensic interviews of children and make recommendations as needed.
- Consult with forensic interviewers to complete professional opinion when applicable.
- Collaborate on a Multidisciplinary Team (MDT), comprised of representatives from Law Enforcement, the District Attorney's office, Department of Human Services, and other community agencies who work to collaboratively manage and prevent cases of child maltreatment
- Testify in court as an expert witness for child maltreatment cases
- Participate in quality improvement processes, to include peer review, ongoing education, and journal review as required
- On-call coverage is required, to include mostly phone consultations from area hospitals, child welfare, and law enforcement professionals.

- Track outcomes of medical assessment peer reviews to determine whether medical assessments are being completed effectively
- Competency in trauma-informed care; ability to communicate compassionately, and remain objective and non-judgmental.
- Provide training and educational opportunities to community partners.

**Essential Requirements:**

Licensed to practice medicine and prescribe medications in the State Of Oregon. Pediatric experience is required, child maltreatment knowledge and experience is preferred. Specialized training in pediatric exams and forensic evidence collection is preferred. Kids FIRST requires all staff and volunteers to pass a complete criminal history and child welfare background check. References are required. Employment is contingent upon acceptable references. Knowledge and practice of HIPAA standards for patient confidentiality, professional code of conduct, and ethical standards are essential.

Knowledge of Oregon Revised Statutes concerning child abuse crimes and procedures, law enforcement investigation procedures, and relevant criminal and civil laws regarding rules of evidence are encouraged. Ability to communicate effectively with clients and team members from diverse backgrounds. Facilitation skills to enable one to act as a consultant regarding child abuse issues. Ability to establish and maintain professional relationships with community agencies, the public, and clients.

Bilingual Spanish-speakers encouraged to apply.

**Compensation:** The salary range is competitive and dependent on experience. Relocation assistance available. Excellent benefits package offered, including 100% employer-paid medical, dental, and vision for employee and family, EAP program, 3% retirement match, FireMed membership, paid holidays and paid time off plan.

**To Apply:** This position will remain open until filled. Interested applicants should email a resume and cover letter, attention to Dr. Deanna St. Germain D.O.

*Kids FIRST is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and non-traditional family forms. Under the provisions of the Immigration and Reform Act of 1986, the candidate will be required to provide evidence of identity and eligibility for employment.*



## **Liberty House Job Announcement**

Certified Medical Assistant

Full-time - 40 hours

Starting at \$18.00 per hour

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for an experienced Certified Medical Assistant to join our clinic team.

Liberty House provides a range of services for children and their families including a specialized clinic, mental health services and a prevention program. In the clinic, core services include medical check-ups, forensic interviews and family support. Mental health services are provided in Hope & Wellness Services where our highly trained therapists utilize trauma-informed counseling for children and families. Our prevention program provides community education strategies that are shown to decrease child abuse.

Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Certified Medical Assistant**

The Medical Assistant provides support to the Clinical Team in scheduling clients and assisting with Examinations. This position reports to the Chief of Clinical Operations.

### **Primary Duties**

- Assist with confirming appointment and chart creation.
- Take height and weight measurements and vital signs.
- Take clear, concise notes during examination.
- Assist the provider during the examination.
- Request and receive medical records from other providers and partner agencies as needed.
- Communicate by telephone with families, pharmacies, and laboratories on behalf of the Medical Director, Intake Coordinator, and other members of the Clinical Team.
- Schedule X-rays.
- Fill out lab slips and submit in electronic format.
- Follow up on test results.
- Coordinate use of digital camera.
- Process digital photos: download on to computer, burn onto CD, and store.
- Clean the examination room after each examination.
- Keep the examination room organized and stocked, including lab supplies.
- Provide backup support to the Liberty House Intake function.
- Assist with maintenance of the database of suspicious physical injury (Karly's) referrals.

- Perform other duties as assigned.

## **Requirements**

- Certified Medical Assistant credential issued by a recognized accrediting organization.
- At least two years' experience working as a Certified Medical Assistant, preferably in a pediatric clinic.
- Valid Oregon Driver's License and acceptable driving record; proof of automobile insurance; and reliable personal transportation.
- Pass a criminal background, a sex offender registration, and child abuse registry check.
- Interest in Liberty House mission

## **Other Qualifications**

- Fluency in Spanish is helpful but not required.
- Knowledge of child abuse dynamics.
- Skill in telephonic, written, and verbal communication.
- Familiarity with the Microsoft Office suite of tools, including Excel.
- Able and willing to work as a team member with Liberty House and its partner agencies.

## **To Apply:**

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

Liberty House does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.



## **Liberty House Job Announcement**

Forensic Interviewer

Full-time - 40 hours

Starting at \$53,000 - \$58,000 per year

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief since 1999. Our successes lead to vital positive social change and we are looking for an experienced child forensic interviewer to join our clinic team.

Liberty House provides a range of services for children and their families including a specialized clinic, mental health services and a prevention program. In the clinic, core services include medical check-ups, forensic interviews and family support. Mental health services are provided in Hope & Wellness Services where our highly trained therapists utilize trauma-informed counseling for children and families. Our prevention program provides community education strategies that are shown to decrease child abuse. The mission of the Child Forensic Interviewer/Family Support Specialist is to skillfully have a conversation with a child which can provide information about a possible event that the child may have experienced or witnessed as well as to support families during what could be an extremely traumatic time in their lives.

Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Forensic Interviewer**

The Forensic Interviewer is a member of the clinical team at Liberty House. Core responsibilities of the position include conducting developmentally sensitive, forensically sound interviews of children, adolescents and adults with disabilities referred for assessment of sexual abuse, physical abuse or neglect.

### **Primary Duties**

- Conducts developmentally sensitive and forensically sound interviews for concerns of abuse and/or neglect which are digitally recorded for purposes of preserving statements for the use in assessing safety, criminal allegations and treatment needs.
- Provides support to medical providers by way of accurate documentation of dialog in the context of medical examinations.
- Participates in ongoing regional and internal peer review, which includes learning from observation of self and others, and applying strategies to improve practice.
- Participates in internal case consultation as well as in coordination with a multi-disciplinary team
- Testifies in court when necessary.
- Completes all required documentation, reports and summaries in a timely manner and according to legal and professional standards.
- Maintains confidentiality in accordance with HIPAA and other legal requirements.

- Receives continuing education related to child abuse issues and interviewing techniques including specific training as requested.
- Other duties, as assigned.

## Requirements

- A professional with a Master's degree in social work, counseling, psychology, sociology, child development or related field **and** two or more years' experience working in a social services capacity with abused or neglected children and adolescents;
- **Or** a professional with a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field **and** five or more years' experience working in a social services capacity with abused or neglected children and adolescents;
- **Or** a law enforcement officer with an advanced certificate from DPSST\* **and**\* a minimum of four years' experience investigating sexual assault and child abuse **and** a minimum of two years' experience conducting forensic interviews of children.
- Must have or be able to successfully complete the Oregon Child Forensic Interview Training (OCFIT).
- Bilingual (fluent in Spanish). Candidate must be able to read and write English. Bilingual Spanish and English is a plus, but not required.
- Understanding of complex family dynamics.
- Ability to work effectively in complicated and/or crisis situations
- Able and willing to work as a team member with Liberty House and its partner agencies
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment
- Interest in Liberty House mission

## To Apply:

Please email a cover letter, application and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Optional documents: Up to three letters of recommendation.

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

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## **Liberty House Job Announcement**

Legal Department Team Leader

Full-Time – 40 hours

Compensation: Dependent upon education and experience

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Liberty House is a Child Advocacy Center and our mission is “excellence in the assessment, treatment and prevention of child abuse, neglect, trauma and grief in order to promote health and hope in children, youth, families and communities.” Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Legal Department Team Leader**

This position has two principal responsibilities: supervising the work of the Legal Department and supporting the CEO in accomplishing major strategic initiatives. This is a management role and this professional serves on the Leadership Team. The professional serving in this position works closely with and is supervised by the CEO. As the Legal Department Team Leader, this individual will oversee the Legal Department in responding to subpoenas, preparing records, and coordinating court testimony for Liberty House personnel; this role requires competence in both civil and criminal law. At the CEO’s direction, this professional may interact with the local multidisciplinary teams (MDTs) of the counties served by Liberty House, will oversee the updating of organizational policies and procedures, and will assist the organization in its efforts to become nationally accredited. This professional must be able to collaborate with and work effectively with families, agency partners, attorneys, courts, the Chief Executive Officer, Legal Department team members and other Liberty House departments in fulfilling the organization’s mission and goals. This role requires a high-energy, highly productive professional with a can-do attitude, excellent writing skills, and a willingness to go above and beyond to help the organization succeed.

### **Primary Duties**

- Oversees the Legal Department in acting as the first point of contact to review all requests for records or information and legal documents received. Must recognize conflicting deadlines and prioritize tasks accordingly and delegate tasks to the Legal Assistant as appropriate.
- Oversees and performs prompt and accurate response to, and processing, inquiries and requests for patient/client/child abuse investigation records.
- Review and process subpoenas requiring staff to testify as witnesses in court.
- Interact directly with, and provide information to, attorneys, court personnel, multidisciplinary team partners and private individuals through a variety of means.
- Properly maintain records and files, and have a thorough knowledge of the content as well as all the various locations where records may be stored.
- Draft and update Liberty House policies and procedures, working closely with the CEO.
- Properly provide records to authorized, and verified, individuals for onsite pickups.

- Conduct legal research, analysis, and writing meant to provide a concise analysis of relevant facts, applicable law, and suggestions for management action.
- Meet weekly with the Chief Executive Officer to provide an overview of how the Legal Department is doing and any issues that have risen and require CEO consideration.
- Establish healthy, professional relationships with colleagues within and outside Liberty House, including multidisciplinary team (MDT) partners in both Marion and Polk Counties.
- Become a subject matter expert on the National Children's Alliance Standards for Accredited Members.
- Monitor and track the Legal Department workload for statistical presentations to the Leadership Team.

## Requirements

- Bachelor's Degree in a related field; Juris Doctor from an accredited law school; active member of the Oregon State Bar.
- At least two years' experience post law school, working in the field of law, specifically with criminal, juvenile, dependency, and/or family law; litigation experience preferred.
- Minimum two years' management/supervision experience.
- Experience and/or training working with electronic health records systems. Experience with NextGen is preferred.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Excellent time management and project management capabilities.
- Highly productive; takes initiative; actively seeks to improve procedures and workflow.
- Ability to anticipate needs and develop a plan for meeting them.
- Ability to meet deadlines consistently.
- Able and willing to work successfully as a team member with Liberty House and its partner agencies.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Commitment to the Liberty House mission.

## To Apply:

Please email a cover letter, application, and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.

# Serve Children in a Vibrant Community!



*Change Lives Every Day*



**Liberty House**



**Hope & Wellness**  
SERVICES





## **Liberty House Job Announcement Pediatric Medical Provider**

Full-time—40 hours  
Excellent benefits package

### **General Liberty House Background**

Liberty House, [www.libertyhousecenter.org](http://www.libertyhousecenter.org), is a mission-driven nonprofit organization founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma and grief. Our successes lead to vital positive social change and we are looking for an energetic and passionate person to join our team.

### **About the Area**

Salem, Oregon is located in the beautiful Willamette Valley where we are within 1 hour of Oregon's spectacular coastline and ocean beaches, Mt. Hood, the Columbia Gorge, wineries and Metropolitan Portland. While being one of the largest cities in the State, Salem has a friendly small-town feel.

There is an award-winning school system, abundant parks and recreational activities, mild climate, easy access to nature, great restaurants and a quaint downtown which make it a wonderful place to set down roots.

Learn more about our dynamic community in this video: <https://youtu.be/GHTWUBLT-tQ>.

### **Excellent Benefits Package**

In addition to joining a vibrant and talented team focused on positively impacting children, we have superb benefits to support our staff:

- Health Benefits include family coverage options, health, eye and dental insurance
- Medical malpractice coverage
- Retirement plan with up to a 3% match
- Wellness program which includes gym membership support, an employee assistance program, worksite massage and regular organization wellness activities
- Professional development and peer support
- Paid sick, vacation, personal days and 11 paid holidays
- Team building activities and staff retreats
- An office culture focused on honesty, integrity, courage and an outward mindset
- Facility dog which spends its days supporting children and bringing a smile to our team
- Relocation reimbursement negotiable
- Annual CME time and funding allowance
- Regular Monday through Friday, 8am to 5pm schedule

## **Pediatric Medical Provider**

We are seeking a board-certified/board-eligible physician with a strong commitment to patient care and community engagement. You will work as part of a team including physicians, nurse practitioner, physician assistants, forensic interviewers, family support and clinic staff. Plus, you will partner with our Multi-Disciplinary Team (MDT), which includes various law enforcement agencies, Department of Human Services and the District Attorney's office.

The pediatric medical provider will assess children with concerns of all forms of child maltreatment including physical abuse, sexual abuse, neglect, drug exposure, medical child abuse, failure to thrive and significant social concerns. In addition, you will interpret medical records and testify in cases as to the medical condition and possible causes of the injury or condition.

## **Primary Duties**

- Perform sensitive and thorough medical examinations of children referred for concerns of child abuse and/or neglect, including rapport building, colposcopy, photography and team participation during child interviews.
- Gather comprehensive social and medical history from patients and their caregivers and review other relevant case information.
- Coordinate medical follow-up for each patient as necessary.
- Prepare comprehensive documentation of all evaluations in a timely and neutral manner that meets legal requirements for evidence and social service needs for protection and treatment.

## **Requirements**

- MD or DO degree
- Board certified or Board eligible (consideration for Family Practice, Emergency Department or other relevant specialty considered) in pediatrics or sub specialty certification in child abuse pediatrics.
- Licensed or eligible for licensure in the State of Oregon
- Knowledge of child abuse dynamics.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment

Liberty House is an Equal Opportunity Employer.

## **To Apply**

For those interested, please email the following documents to [syoung@libertyhousecenter.org](mailto:syoung@libertyhousecenter.org):

- Cover Letter
- Resume
- Liberty House Job Application ([downloadable here](#))

Attn: Sean Young

All applications will be treated with confidentiality.