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

Community Works is an Equal Opportunity Employer

www.douglascares.org

A Child Abuse Intervention Center serving Douglas County, Oregon

Child & Family Therapist
Job Description

POSITION GOAL

Provide mental health clinical assessment, diagnosis, and treatment of children who have experienced abuse and support for their non-offending families.
Participate in Children's Advocacy Center 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 marriage and family therapy, or professional counselor. If not licensed, then receiving supervision toward licensure.
- *We prefer at least three years'* experience in a mental health setting dealing with individual, family, and group therapy for a range of child abuse/neglect issues, including domestic violence and/or drug endangered.
- Requires thorough knowledge of the principles and practices of mental health diagnosis, treatment planning, and effective treatment modalities.
- Completion of online Trauma Focused Cognitive Behavior Therapy 2.0.
- Ability to work cooperatively with families, law enforcement, other agency personnel, and community partners.

POSITION REQUIREMENTS

1. Establish and maintain appropriate therapeutic relationships with children and family members.
2. Provide mental health intake and assessments of Douglas CARES Advocacy Center clients.
3. Develop treatment plans and provide individual, family, and/or group therapy to the clients of Douglas CARES.
4. Fulfill all clinical record keeping requirements.
5. Provide guidelines to other staff regarding appropriate communications with client families.
6. Maintain high ethical standards with regard to treatment and client confidentiality.
7. Maintain professional communications and case coordination with all involved social service agencies and community resources.
8. Attend bi-weekly Multidisciplinary Team Review (MDT) meetings, provide consultation on case staffing's when appropriate, and provide consulting services for MDT members on individual cases as requested.
9. Provide court testimony and expert witness testimony when requested.
10. Participate in Douglas CARES training as requested.
11. Attend meetings of agency and community committees/work groups regarding child abuse prevention and treatment, to help coordinate services and keep open communication to better serve victims and their families, as requested by Clinical Supervisor.

12. Report to and consult with Clinical Supervisor on a regular basis. Report to Clinical Supervisor concerns related to agency services; appraise and interpret ongoing therapy program operations and needs; report issues to Clinical Supervisor as they arise.
13. Observe all agency policies and procedures.
14. Attend trainings/conferences as directed by the Clinical Supervisor, Deputy Director, or Director.
15. Maintain confidential information and adhere to policies and procedures relating to safeguarding client information.
16. Maintain cooperative relationships with all agencies providing advocacy for child abuse victims within Douglas County and the Region.
17. Promote Douglas CARES in a positive manner to clients, staff, volunteers and the community. Maintain a positive professional image at all times.
18. Encourage teamwork through cooperative interaction with clients, staff, volunteers and Board members.
19. Perform other duties as requested by Clinical Supervisor or Executive Director.
20. Behave ethically and professionally; capable of working with culturally diverse populations.

SUPERVISED BY: Clinical Supervisor
SALARY: $TBD- Depending on experience

WORKING CONDITIONS: There may be exposure to illness and hostile clients. There may also be exposure to noises associated with personal computers, printers, telephones, adults/children, and traffic each day.

COMMENTS/OTHER

1. Occasional Travel
2. Occasionally lift 30 or more pounds
3. Position requires successful completion of a criminal history background check and child abuse registry check.
4. Nothing in this job description restricts Douglas CARES's right to assign or reassign duties and responsibilities to this job at any time.

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

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
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.

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

Juliette's House
CHILD ABUSE INTERVENTION CENTER

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.

CHILD ABUSE INTERVENTION CENTER

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.

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

Open until filled.

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JULIETTE'S HOUSE CHILD ABUSE INTERVENTION CENTER
1075 SW Cedarwood Avenue, McMinnville Oregon 97128
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Juliette's House is a 501(c)(3) organization. Tax ID No. 93-1156152

KIDS FIRST

a children's advocacy center

Medical Assistant/Case Manager

REPORTS TO: Medical Director

AGENCY MISSION: to provide intervention and advocacy for children who are victims of, or witnesses to, crime.

AGENCY 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.

POSITION OVERVIEW:

The Medical Assistant/Case Manager is a core member of the child abuse assessment team and is responsible for coordinating the compassionate and efficient delivery of medical services at Kids FIRST. As the coordinator of Kids FIRST's Karly's Law response, this position maintains communications with community partners, creates, and maintains electronic health records, processes outside case reports, and requests medical records from other agencies. A successful Medical Assistant/Case Manager will have a good understanding of HIPAA compliance, excellent critical thinking and decision-making skills, the ability to interact with families and community partners, and maintain a calm and professional demeanor even when under pressure.

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

- Facilitate client medical services (50%)
    - Schedule appointments and assist with chart creation in EHR system.
    - Assist medical providers during forensic medical exams.
    - Ensure medical exam rooms are well-stocked, functional, and hygienic.
    - Ensure all appropriate documentation is provided to child and family for follow-up laboratory testing.
    - Maintain accurate inventory of medical supplies and order supplies as needed.
- Patient records, follow up and case management (45%)
    - Responsible for compiling and maintaining patient medical records, both hardcopy and electronic, according to legal privacy requirements and agency policy.
    - Proofread medical documents before final copy for accuracy.

    - Gather additional information from primary care physicians, Multidisciplinary Team partners in law enforcement and child welfare, and other medical providers as needed.
    - Oversee timely distribution of written child abuse assessment reports to Multidisciplinary Team partners.
    - Set up and maintain records and complex files.
    - Perform detailed data entry using program databases, medical billing databases, and spreadsheets.
    - Maintain KF Policy and Procedure Manuals, ensuring regular review of policies and procedures for accuracy and compliance.
    - Provide administrative support to center programs as assigned.
    - Field questions regarding medical needs.
    - Pick up records from area hospitals as needed.
    - Order labs and imaging for providers for Karly Law and medical consults both for patients that come here, and for review.
- Grant tracking/reporting (5%)
    - Track and prepare grant statistics and periodic reports.
- Other duties as assigned

SKILLS REQUIRED BUT NOT LIMITED TO:

- Medical office procedures, HIPAA compliance, and records retention
- Medical research skills
- Strong knowledge of medical terminology
- Ability to work with children and adults in trauma
- Good computer skills, including Microsoft Office suite, databases, and EHRs
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Ability to work as part of a team
- Ability to meet deadlines and work in stressful situations

MINIMUM QUALIFICATIONS:

- Medical training background in such areas as Certified Nursing Assistant, Nurse, or Medical Assistant, <u>with minimum one year of clinical experience working with patients, doctors, records management and scheduling</u>
- Bilingual/bicultural candidates encouraged to apply
- Strong interpersonal skills
- Valid Oregon driver's license and personal transportation
- Ability to pass thorough criminal and child welfare background checks

<u>PHYSICAL DEMANDS:</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

WORK ENVIRONMENT: This position is based in an office setting.

COMPENSATION: Starting hourly rate from $20.00-$27.00/hr depending on experience.

Kids FIRST offers a competitive benefit package, including but not limited to; paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match.

Paid Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and one floating holiday annually.

Benefits: Kids FIRST will pay 100% of the premiums for the following after successful completion of a 30-day probationary period:

Retirement: Simple Plan, American Funds (up to 3% salary match contribution

F.S.A: PacificSource F.S.A. (no premiums; participation is voluntary

Disability: Short Term Disability and Long Term Disability

Fire Med: Membership for Lane County Fire Med ambulance services

Health: Providence Oregon Standard Silver Plan (employee and family)

Dental: Pacific Source Dental Choice (employee and family)

Vision: Included in basic health plan

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.

KIDS FIRST

a children's advocacy center

Therapy Director

Do you have a passion for helping child victims of abuse and their families heal and thrive? Kids FIRST, Lane County's Children's Advocacy Center, has been providing comprehensive assessments to child victims of abuse for over 25 years. We're expanding our service offerings to include evidence-based therapy in an effort to better meet the needs of the children and families we serve. We're seeking a Therapy Director to help build and supervise this exciting new program!

Reports To: Executive Director

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

Agency 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.

POSITION OVERVIEW

The Therapy Director is a new, significant leadership position for Kids FIRST. The Therapy Director is responsible for developing and overseeing mental health programming at Kids FIRST including hiring, supervision, evaluation, and scheduling. This position develops, plans, and implements strategies for program continuation and growth. Working collaboratively with community partners to ensure best practices are met for client care, whether in-house or through linkage agreements. Create, maintain, and disseminate policies and protocols as they relate to key program areas listed above. The therapy provided is evidence-based trauma-focused therapy for children and adolescents. The therapy is provided in an age-appropriate and developmentally appropriate manner. Caregiver involvement is essential to the therapy modalities provided at the Center.

RESPONSIBILITIES

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

Program Development

- Lead the development and management of client-centered therapy best practices.
- Oversee data collection and reporting for assigned program areas.

- Work with therapists and organizations that Kids FIRST has linkage agreements with, both urban and rural, to ensure that prompt, high-quality care is accessible to Kids FIRST clients throughout Lane County.
- Participate in ongoing education and conferences; stay current on evidence-based treatment models and practices; ensure mental health programming meets National Children's Alliance Standards for Accredited Members.

Therapy

- Provide and supervise mental health intake and assessments for Kids FIRST clients.
- Develop treatment plans and provide trauma-focused evidence-based therapy to children and adolescents.
- Engage families and/or caregivers as active members of the trauma treatment process.
- Coordinate with other professionals to work towards the child's best interest emotionally, physically, and educationally.
- Provide crisis intervention when appropriate.
- Facilitate therapeutic groups for youth and non-offending parents.
- Follow evidence-based therapy modalities to fidelity.

Management and Supervision

- Facilitate the hiring, training, and supervision of Kids FIRST therapists and interns.
- Ensure therapy programming meets national, state, and local standards of excellence.
- Provide immediate support and problem solving to those managed by this position.
- Lead and participate in peer review and peer consultation.

Partnerships/Collaborations:

- Build and maintain positive and collaborative relationships with community partners.
- Provide and promote management and clinical expertise in multidisciplinary team meetings and policy development.
- Provide professional training, as needed, within the context of Kids FIRST's training and technical assistance services.

Other Duties

- Responsible for therapy program quality assurance and improvement
- Implement and coordinate special projects as needed.
- Provide input and data for organizational reports and grant documents.
- Testify in court as necessary.
- Participate in the evaluation of individual and team functioning, actively works towards team goals and objectives.
- Follow Kids FIRST policies, procedures, and protocols.
- Uphold Kids FIRST mission, vision, and values.
- Accountable to HIPAA standards (or more stringent standards set forth by state law or as developed by Kids FIRST) for client privacy and confidentiality.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Training: Master's degree from an accredited college or university with major course work in a mental health field, psychology, counseling, social work, or a related field. *Oregon Licensure is*

required. ***Experience:*** Five years of responsible professional mental health experience, including experience working with a population that has experienced trauma. Experience supervising other providers and programming is required. Experience working with child victims of abuse is preferred. Bilingual English/Spanish is preferred.

PHYSICAL DEMANDS: Light work: exerting 1-20 lbs. of force frequently and up to 25 lbs. of force occasionally. Repetitive motions--frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology, one-to-one, and groups of all sizes.

WORK ENVIRONMENT

This position is based in an office setting and may require travel and occasional work from other sites.

COMPENSATION
Salary range: $70,000-$90,000 annually

Kids FIRST is proud to offer a competitive benefit package, including but not limited to: paid time off, paid holidays, employer paid health and dental benefits for employee and family, and retirement match. Benefit offerings are evaluated annually and are subject to change. Information below was current at time of posting.

Paid Holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
Benefits: Kids FIRST will pay 100% of the premiums for the following after successful completion of a 30-day probationary period:

Retirement: Simple Plan, American Funds (up to 3% salary match contribution)
F.S.A: PacificSource F.S.A. (no premiums; participation is voluntary)
Disability: Short Term Disability and Long Term Disability
Fire Med: Membership for Lane County Fire Med ambulance services
Health: Providence Oregon Standard Silver Plan (employee and family)
Dental: PacificSource Dental Choice (employee and family)
Vision: Included in basic health plan

In accordance with Federal law and U.S. Department of Justice policy, this organization is prohibited from discriminating on the basis of race, color, national origin, disability, religion, sex, or age.

KIDS FIRST

a children's advocacy center

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 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

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

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 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 will 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 consise 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 will 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

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.

Liberty House Job Announcement

Pediatric Medical Provider

Full-time—40 hours
Excellent benefits package

General Liberty House Background

Liberty House, 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:

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

Attn: Sean Young

All applications will be treated with confidentiality.

Liberty House Job Announcement

Prevention Program Director
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 to learn more about Liberty House.

Prevention Program Director

The Prevention Program Director will be responsible for building and maintaining a child abuse prevention program which will bring important education and training about child abuse prevention to communities in Marion and Polk counties. The prevention program currently focuses on two prevention efforts. First, bringing Darkness 2 Light, child sexual abuse prevention trainings throughout Marion and Polk counties with an emphasis on rural areas. Additionally, the iRespect&Protect community campaign focuses on the risky behavior surrounding social media and cellphone use with youth. This position will be supervised by the Chief Executive Officer and is responsible for working successfully with the Liberty House organization and the Board of Directors to promote and grow a prevention program in Marion and Polk counties.

Primary Duties

- Supervise and manage all Prevention Team members, including onboarding, supervision and job descriptions update. Encourage and supervise cross training for all team members.
- Develop and support partnerships and marketing materials which will lead to the scheduling of prevention programs in Marion and Polk counties.
- Support Child Sexual Abuse Prevention trainings by understanding and accepting the goals and criteria for the Protect our Children 3.0 Grant and CPAN.
- Organize, nurture and provide support for all current and future S.O.C facilitators working with Liberty House.
- Lead, coordinate, and support all aspects of the iRespect & Protect community-campaign. Including; coordinate program to align with the mission of Liberty House, supervise the creation of curriculum, marketing, presentations and intern program.
- Using collaborative strategies amongst school districts, youth-serving organizations, religious organizations, and parent groups, create a prevention program that is adaptable to the needs of the communities in Marion and Polk counties.
- Participate as a Co-Chair of the Marion County Child Abuse Prevention Committee

Requirements

- Bachelor's degree in community leadership, transformative change, psychology, sociology, public health, or a related field.
- 4 years or more experience in community building/organizing, marketing, health education, and public speaking **OR**
- Another acceptable combination of education and experience.
- Valid Oregon Driver's License and acceptable driving record; proof of automobile insurance; and reliable personal transportation.
- 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.
- Proficiency in telephone, written, and verbal communication.
- 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

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.

Oregon Coalition
Against Domestic & Sexual Violence

Position Announcement: Equity & Access Coordinator

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 52 member programs. We offer a number of support services to providers and community partners including systems advocacy; the development and distribution of funds; information, referral and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible; we strive to provide a healthy worksite for everyone.

Purpose of Position:

Under the direction of the Executive Director and in collaboration with the OCADSV Program Coordinator team, the Equity & Access Coordinator will develop and implement a program of community organization, systems advocacy, training, and technical assistance for domestic violence and sexual assault programs regarding anti-oppressive domestic and sexual violence prevention and intervention practices. This includes careful analysis of how systems of oppression such as, but not limited to, racism, sexism, heterosexism, ageism, ableism, citizenship status, and an English-centric society intersect to foster additional oppressions and barriers for survivors of domestic and sexual violence.

OCADSV believes that the root of all violence is oppression. Thus, engaging in anti-oppression work is prevention work. All positions at OCADSV are rooted in this theory.

Essential Duties:

Technical Assistance: Provide technical assistance to domestic and sexual violence programs to support their capacity to provide equitable and inclusive services to survivors of historically-marginalized backgrounds. Provide information, resource materials, and referrals to domestic and sexual violence programs to assist them in program development.

This assistance will be provided through:

- Telephonic and electronic communications
- Periodic mailings, toolkits, and other publications, including articles for the monthly e-newsletter
- Research
- Site visits to member programs

Training: Identify the training needs of domestic and sexual violence programs throughout the state. Recruit and develop a list of possible trainers for regional and statewide trainings. Develop and maintain a list of trainings provided by programs. Coordinate and conduct regional, national, and statewide trainings related to domestic and sexual violence, anti-oppression, and equitable and inclusive service provision. Contribute to the content, design, and implementation of trainings.

Systems Advocacy: Coordinate and lead the OCADSV Workgroups as assigned. Current examples of Workgroups: Communities of Color Task Force, the Queer Caucus, and others. Participate in and develop workgroups with underserved communities to identify gaps and barriers for survivors.

Represent OCADSV on statewide committees to facilitate equitable and inclusive policy changes.

Research: Research and analyze materials on a variety of issues pertinent to violence against people from underserved populations, and disseminate to domestic violence and sexual violence programs as appropriate.

Conference/Meeting Coordination: Assist in the planning, provision, and evaluation of the annual OCADSV statewide conference. Contribute to the content, design, and implementation of events, trainings, and conferences.

Project Coordination: Assist in coordinating OCADSV's Awareness Months Activities.

Other duties as assigned.

Qualifications:

Required Skills & Experience

1. At least five years of experience working in the field of domestic and sexual violence advocacy, including prevention education, intervention, or service provision. Strong knowledge of and experience working with Oregon domestic violence and sexual assault service providers.

2. Demonstrated experience (minimum three years) in program development, and/or providing training and technical assistance. Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.

3. Successful experience (minimum three years) in community organizing, systems advocacy, and/or policy change efforts. Preference will be given for anti-oppression focused activities.

4. Understanding of the intersection of oppressions as it creates and perpetuates a culture of violence and creates barriers to accessing domestic and sexual violence response services. Knowledge specific to Oregon's history and culture is essential.

5. A commitment to eliminating oppression and violence against all, through social change.

6. An ability to grow, learn, lead, follow, organize, envision, and carry projects through to completion.

7. Extensive knowledge of issues related to domestic violence, sexual assault, trauma-informed services, and the intersections of oppressions.

8. Experience conducting research utilizing a wide range of sources including workgroups, focus groups, the Internet, and identification of alternative information sources.

9. Excellent oral and written communication skills. Knowledge and application of Microsoft Office Suite and the internet.

10. Must be well organized, detail and multi-task oriented. Able to identify and respond to shifting priorities. Able to work independently and with minimal supervision.

11. Ability to maintain positive, cooperative and professional demeanor with community-based domestic and sexual assault programs, OCADSV staff/board, vendors, consultants, allied professionals, and members of the public.

12. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations.

13. Willingness to abide by the mission and philosophy of OCADSV.

14. Availability to travel statewide and nationally, some overnights and weekends. Have a car or access to one, insurance, a valid driver's license, and an acceptable driving record.

15. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and ethical communication among office staff and throughout OCADSV.

Preferred Skills and Experience:

1. Experience living in or working with historically marginalized communities.

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Compensation will be $48-53k.

Generous benefits package including: full medical, dental, and vision coverage; retirement plan; life and short-term disability insurance; generous paid time off; health reimbursement account, and cafeteria plan. This position is eligible for overtime.

To Apply:

Submit a resume and cover letter.

Please email your cover letter, resume.
This position is open until filled, but resumes will begin to be reviewed October 5th, 2021.

Jobs@ocadsv.org

For more information on the Oregon Coalition Against Domestic & Sexual Violence visit www.ocadsv.org

Updated September 10, 2021 KLMK

Position Announcement: Director of Capacity and Programming

Organizational Overview:

The Oregon Coalition against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 46 member programs. We offer a number of support services to providers and community partners including systems advocacy; the development and distribution of funds; information, referral and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible; we strive to provide a healthy worksite for everyone.

Purpose of Position:

Under the direction of the Executive Director, the Director of Capacity and Programming will develop and implement trainings, provide technical assistance and engage in systems advocacy to build leadership capacity within Oregon's response to domestic and sexual violence.

Recipients: Leadership, including executive directors and Boards of Directors, of OCADSV member programs, Tribal and Culturally Specific domestic and sexual violence programs, and population specific programs developing domestic and sexual violence services

Essential Duties:

Technical Assistance:

- Information, resource materials, and referrals to assist recipients in development of best practices, trauma-informed supervision, program administration, sustainable equity and inclusion measures, and evaluation processes.
- Support capacity to develop population specific services for survivors of domestic and sexual violence.

This assistance will be provided through:

- Telephonic and electronic communications

- Periodic mailings, toolkits, and other publications, including articles for the monthly e-newsletter
- Research
- Site visits
- Workgroups, cohort development and convening

Training:
Identify the training needs of recipients throughout the state and implement an on-going training program. Content will focus on capacity building, current research, guiding principles, best practices, state standards, survivor-led program evaluation, fiscal oversight, trauma informed supervision, board development, grassroots organizing, equity, inclusion, and increasing access for historically marginalized communities.

In collaboration with OCADSV executive director and associate director, contribute to the content, design, and implementation of executive director roundtables.

This training program will be provided through:
- in-person events
- online trainings, and
- webinars

Systems Advocacy: As assigned, represent OCADSV on statewide committees to facilitate survivor centered, equitable, and effective domestic and sexual violence policy.

Develop Resource Materials: Develop training curricula, best practice guides, toolkits, and practice standards documents. Research and analyze materials on a variety of issues pertinent to sustainable, equitable and fully inclusive program management and development, with a particular focus on developing population-specific programming.

Conference/Meeting Coordination: Assist in the planning, provision, and evaluation of the annual OCADSV statewide conference. Contribute to the content, design, and implementation of events, trainings, and conferences.

Project Coordination: Develop, coordinate and lead OCADSV workgroups. Coordinate and conduct statewide executive director core training,

Other duties as assigned: Perform other duties as assigned. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and ethical communication throughout OCADSV.

Qualifications:

Required Skills & Minimum Experience

1. At least 8 years' experience working as an Executive Director at a community-based

anti-violence program.

2. At least 3 years non-profit board experience.

3. Demonstrated experience in program development, and/or providing training and technical assistance. Demonstrated experience training or instructing individuals or groups concerning specific projects or processes.

4. Demonstrated experience leading and or developing specific programming, within historically marginalized communities, including but not limited to people of color people with disabilities, LGBTQ. Tribal, deaf and hard of hearing communities; community organizing, systems advocacy, and/or policy change efforts. Preference will be given for organizational change and capacity building focused activities.

5. Extensive knowledge of the domestic and sexual violence non-profit organizational management, knowledge specific to Oregon's history and culture is essential.

6. Understanding of the intersection of oppressions as it creates and perpetuates a culture of violence and creates barriers to accessing domestic and sexual violence response services.

7. Extensive knowledge of public policy issues related to domestic violence, sexual assault.

8. Extensive knowledge of Oregon non-profit board structure, including development, board training, board policy and procedures.

9. Experience conducting research utilizing a wide range of sources including workgroups, focus groups, the Internet, and identification of alternative information sources.

10. Excellent oral and written communication skills.

11. Ability to maintain positive, cooperative and professional demeanor with community-based domestic and sexual assault programs, OCADSV staff/board, vendors, consultants, allied professionals, and members of the public.

12. Demonstrated knowledge of the needs of organizations working with diverse populations and culturally specific organizations.

13. Willingness to abide by the mission and philosophy of OCADSV.

14. Availability to travel statewide and nationally, some overnights and weekends. Have a car or access to one, insurance, a valid driver's license, and an acceptable driving

record.

15. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and ethical communication among office staff and throughout OCADSV.

Preferred Skills and Experience:

1. 3-5 years' experience living in or working in rural Oregon
2. 3 years executive director experience within Oregon community-based anti-violence program
3. Program evaluation experience
4. Strong community collaborator

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Compensation will be $57k-60k, depending on experience.

Generous benefits package including: full medical, dental, and vision coverage; retirement plan; life and short-term disability insurance; generous paid time off; health reimbursement account, and cafeteria plan.

To Apply:

Submit a resume and cover letter:

Please email your cover letter, resume by 5pm January 20th, 2020 to

Hiring@OCADSV.org

For more information on the Oregon Coalition Against Domestic & Sexual Violence visit www.ocadsv.org

Oregon Coalition
Against Domestic & Sexual Violence

Position Announcement: Accounting Manager

Part-time 30-hour full benefits
Status: Nonexempt- Hourly
Schedule: Flexible

Organizational Overview:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a feminist statewide nonprofit corporation comprised of 51 member programs. We offer a number of support services to providers and community partners including systems advocacy; the development and distribution of funds; information, referral and technical assistance; training and education; and shaping public policy around intimate partner violence, sexual violence and stalking. OCADSV was formed to support grassroots efforts to pass legislation important to the anti-violence movement, such as the landmark Oregon Abuse Prevention Act and the Rape in Marriage Law. OCADSV facilitates excellence in training, advocacy and support to programs.

All OCADSV-sponsored worksites are fully wheelchair accessible; and compliant with COVID-19 social distancing guidelines. We strive to provide a healthy worksite for everyone.

Position Summary:

This position reports directly to the Organization's Associate Director and is responsible for the majority of the Organization's Accounting and Finance functions with support in Human Resources and IT functions.

Essential Duties:

- Records all daily, weekly and monthly accounting transactions, including month-end and year-end accruals for preparation of monthly financial statements.
- Ensures correct and timely accounting of all revenues and expenditures.
- Records all bank deposits/cash receipts.
- Prepares monthly bank reconciliations.
- Prepares month end journal entries and reconciliations of balance sheet accounts including prepaid expenses.
- Reconciles and assists Associate Director in the collection of annual Membership dues.
- Monitors bank account cash levels and reports to the Executive Director the Organizational cash needs.
- Responsible for the collection of timesheets, preparation of the monthly payroll, transmission to Paychex, preparation of payroll journal entries.
- Maintains W-9 forms for independent contractors and ensures proper and timely 1099-year end reporting.
- Provides professional expertise on the development of accounting and administrative policies and procedures to ensure proper internal controls, management reporting and financial accountability.

- Works closely with Executive Director and legal firm on personnel HR policies and procedures and compliance with BOLI, DOL and other labor laws.
- Works with Executive Director to maintain personnel files and ensure that proper documents are maintained in the files and that the files are stored in a secure manner.
- Conducts new hire meetings to complete benefits enrollment, new hire paperwork package and establish personnel file.
- Responsible for the proper posting of the most current wage and hour rules (Federal and State), FMLA, FLA, EEQ, OSHA, Workers compensation compliance, and Job Safety and Health.
- Writes all checks for Executive Director and Associate Director signature and enters all disbursements into the accounting system.
- Maintains proper records for SIMPLE IRA to comply with IRS regulations and processes employee contributions monthly and employer matches.
- Prepares workers compensation insurance payroll reports and coordinates audits by workers compensation insurance carrier and NCCI.
- Prepares spreadsheets for allocating annual budget amounts to individual months and accurately records monthly budget amounts in the accounting system.
- Prepares all supporting workpapers for the annual audit and related tax returns and interfaces with the outside audit firm during audit fieldwork.
- Prepares all applications and supporting workpapers for the annual liability and workers compensation renewal.
- Assists the Executive Director and Associate Director with local, county, state, etc. audits.
- Assists the Executive Director with annual liability insurance renewals.
- Assists the Executive Director and Associate Director with the annual employee benefits renewals.
- Other duties as assigned.

Secondary Duties:

- Reviews the monthly billing of government contracts prepared by the Associate Director.
- Trains staff and managers on the proper coding of invoices and check requests.
- Prepares ad hoc reports and analyses as needed by the Executive Director.
- Assists the Executive Director in preparing the annual budget.
- Assists the Associate Director with coordinating contractors for computer and phone systems maintenance and repairs.
- Coordinates the proper storage of organizational records and manages maintaining records or destruction according to organizational policies.
- Maintains Accounting and Finance policies for the Organization to follow.
- Assists Executive Director with the updating of Employee Handbook.
- Assist Executive Director with financial presentations to the Board of Directors

Qualifications:

Required Skills & Experience

Qualifications:
Thorough working knowledge of GAAP accounting and not-for-profit accounting. Working knowledge of Microsoft Office, primarily Excel. QuickBooks experience helpful but not necessary. Ability to focus and work in an active fast paced work environment. Ability to oversee and safeguard confidential and sensitive information. Ability to communicate and work in a collaborative manner with other staff, contractors and agencies. Ability to work independently and meet deadlines. Ability to read, write, and communicate in English.

Formal Education/Training:
Minimum of four-year Accounting degree, CPA Certification or equivalent, and 5 years not-for-profit or other relevant experience.

Work Environment:
This position will work in a traditional, but fast-paced setting. Must be able to sit for prolonged periods of time working in front of a computer monitor. Must be able to work under deadlines and under stress inducing conditions.

People of color and people from historically marginalized communities are strongly encouraged to apply.

THE OREGON COALITION AGAINST DOMESTIC AND SEXUAL VIOLENCE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORKFORCE DIVERSITY.

Compensation:

Hourly Rate: $25.64-$28.85 depending upon experience

To Apply:

Submit a resume and cover letter.

Please email your cover letter and resume
jobs@ocadsv.org
Open until filled: Applications will begin to be reviewed September 9th

For more information on the Oregon Coalition Against Domestic & Sexual Violence visit www.ocadsv.org