



**Agency Overview:** The Amani Center is a non-profit 501(c)3 organization serving Columbia County and dedicated to the intervention and evaluation of child abuse. In 2019, the Amani Center was ranked as the #2 small non-profit to work for in Oregon.

The Center was established in October of 2000 for the purposes of developing and operating a community-based center where child victims of *abuse, neglect, and/or witnessing violent crime*, could receive a child forensic interview, medical evaluation, and support services in a child-friendly setting. We work collaboratively with law enforcement, medical and mental health providers, and social service agencies through a multidisciplinary team approach. The Amani Center is a member of the Oregon Network of Child Abuse Intervention Centers (<http://www.childabuseintervention.org>) and an Associate Member of the National Children's Alliance (<http://www.nationalchildrensalliance.org>)

### **The Opportunity:**

The Amani Center has a unique opportunity for a Child Abuse Medical Provider to join our team. This position is at the heart of our mission, which is to provide forensic child abuse evaluations and support to children and their families that may have been impacted by abuse or neglect. This position provides the medical component of the forensic evaluation to ensure that children that are suspected to be victims of sexual abuse, physical abuse, emotional abuse, neglect and/or domestic violence are provided with quality evaluative and support services in a child-friendly setting.

### **You're right for this position if:**

You are caring and compassionate. You understand the importance of creating a positive and supportive environment not only for the clients we serve, but for anyone you interact with. You work hard to foster an environment of acceptance, fairness and mutual respect.

Details matter to you. The work we do is in support of our most vulnerable community members and our reports are used by investigators to help protect them. You are committed to leaving no leaf unturned, examining every detail and ensuring thorough documentation.

You are an activator. You have an eagerness to identify problems and find solutions. You know when something needs to be done and take the initiative to collaborate with others to get it done.

You are community minded. The work we do and the impact it has on the community is important and significant. You're committed to helping make sure the people in our community feel supported during times of great difficulty.

Adaptable This position can wear many hats beyond medical evaluations. All are critical to fulfilling our mission.

**Here's what you can expect from our team:**

Flexibility This position has a schedule of 32 hrs/week both on-site and remotely. We will work with you to make sure the position fits both of our needs.

Impact Our work can help save lives and improve the community in which we live. Our entire staff sees this impact every day and works tirelessly to support our mission.

Self-Care We are committed to ensuring a supportive environment and work with a deep understanding of vicarious trauma prevention. We have a culture of supporting work-life balance, generous leave time and support individual self-care practices.

**Essential Duties and Responsibilities:****Medical Evaluations**

- In compliance with Oregon Medical Guidelines, conducts medical evaluations of children for suspected abuse and neglect including taking appropriate histories, performing physical examinations, taking photographs of physical findings, performing colposcopic examinations, and as indicated, ordering lab tests and imaging studies, and obtaining cultures. Performs overall health screenings with referral and follow-up to appropriate providers.
- Performs Karly Law Designated Medical Provider (DMP) exams and reviews as needed per Amani Center and Multi-Disciplinary Team (MDT) protocol and HB 3328.
- Tailors evaluation process to meet the age and developmental needs of the child and family and incorporates child and parent education into the assessment process.
- Writes, reviews and signs detailed, legally acceptable reports of medical evaluations, including diagnostic findings, treatment recommendations and carefully reviews all work to ensure its accuracy.

**Conduct Assessments**

- Works in cooperation with other professionals, both at the Amani Center and in the community, in providing assessments for suspected abuse, including making all appropriate contacts with outside agency personnel either by phone or in person at the time of the appointment to ensure understanding of relevant historic information and appropriate planning for the evaluation process.
- Debriefs in a timely manner at the time of appointment with agency personnel to develop cooperative plan for follow-up on assessment and treatment.
- Attends meetings and supports the county child abuse investigations multidisciplinary team with Law Enforcement, Child Welfare, the District Attorney and Assistant Attorney General, along with other agencies.

### **Consultation and Education**

- Provides telephone consultations to professionals in the community and state on medical aspects of suspected abuse, including responding to inquiries from other professionals requesting information regarding specific cases of alleged abuse or to provide expertise on general abuse concerns, and documenting these calls according to Amani Center standards. Also assists intake specialist, through telephonic consultation, to appropriately triage cases of alleged abuse.
- Promotes community awareness of child abuse issues through educational programs, including training other professionals regarding medical evaluations of alleged child abuse victims and developing educational materials for clients and professionals
- Provides expert testimony when subpoenaed to depositions or trials on cases evaluated at The Amani Center. Integrates current research into court testimony and is available as a resource for other staff preparing for court.

### **Peer Review and Support**

- Participates in supervision, peer review, telemedicine and quality assurance exercises at Amani Center as needed. Attends quarterly peer review and trainings at Amani Center's Regional Service Provider, CARES NW. Requests peer review on cases which pose diagnostic problems.

### **Minimum Qualifications:**

This position requires a **PNP**, **FNP**, or **MD** with a license to practice medicine in the state of Oregon and at least one year clinical experience examining and treating pediatric patients; Specialty training in child abuse preferred. Must have demonstrated ability to work in a crisis-oriented environment. Strong interpersonal and communication skills in working with pediatric patients of all ages and adults in crisis.

### **To Apply:**

The Amani Center is a welcoming, supportive, and inclusive work environment full of staff that are strong advocates for children. If you have a PNP, FNP, or MD, we encourage you to apply, even if you may not think you are a perfect match.

Please send your resume and a brief cover letter outlining your interest in the job to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com) Cascade Employers is assisting with this recruitment.

*Amani Center 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.*



## **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



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

## **Bilingual Crime Victims' Advocate I**

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<b>SALARY:</b>	\$16.73 - \$22.23 Hourly \$2,911.02 - \$3,868.02 Monthly \$34,932.24 - \$46,416.24 Annually
<b>DEPARTMENT:</b>	District Attorney
<b>OPENING DATE:</b>	10/05/21
<b>CLOSING DATE:</b>	12/19/21 11:59 PM
<b>DESCRIPTION:</b>	

The Bilingual Crime Victims' Advocate assists victims of crime by providing support and services to victims of adult and juvenile crimes in English and/or Spanish throughout the investigation and prosecution process. This position works under the general supervision of the District Attorney and direct supervision of the Director of Victim Assistance.

\*\*This position falls under the Service Worker Collective Bargaining Agreement which provides for a 1-grade wage increase for individuals who pass a Spanish fluency examination. This increase is contingent on achieving a score of 8, or higher on the County's Spanish Bi-Lingual Fluency Examination. The wages in this post reflect the potential grade increase. The applicant would be hired at the pre-testing wage, and then be moved to the post-testing wage for subsequent pay periods.

### **ESSENTIAL DUTIES:**

- Establish contact with victims as soon as possible (preferably in person). Check in-custody list and District Attorney's intake of new cases.
- Provide support and comfort the victim as he/she participates in the various stages of the investigation and prosecution.
- Provide information and referrals to victims that will further assist them with their needs (counseling, legal aide, etc.).
- Keep the victim informed of the case status either by phone, in person or through regular written notification. Advise the victim of their rights verbally and by providing the rights in the notification packet. Document contact with victims in the District Attorney's case file and in the computer.
- Maintain regular phone and/or personal contact with the victims.
- Keep the District Attorney or Deputy District Attorney advised as to the victim's status and of any problems or concerns that may arise.
- Prepare the victim for Grand Jury by explaining the court process and providing a safe waiting area.
- Prepare the victim for testifying in court by taking them to the courtroom and explaining the trial process. Accompany the victim to court hearings. Assist with logistics so that victims may appear in court (i.e., transportation, babysitting, etc.).
- Assist in establishing financial losses of the victim for restitution purposes. When appropriate, assist the victim in applying for Crime Victims' Compensation. Submit restitution information to the District Attorney handling the case and document all restitution information in the District Attorney's case file and in the computer.

- Be a liaison with law enforcement officers, prosecutors, social service agencies and the victim.
- Accompany and assist the victim in making a verbal statement to the court at sentencing and/or submitting a written statement.
- Assist the victim in identifying issues about which he/she will need to make personal and practical decisions (i.e., safety/security, children, etc.).
- Send sentencing order packets and Victim Outcome surveys to victims.
- Assist victims with orders of protection.
- Research new or "good" addresses for victims on returned notifications.
- Work on-call after regular working hours as part of the Emergency Victim Assistance Response Program. Assist victims in crisis by phone or in person at the hospital or a public place.
- Keep the Director aware of any problems or concerns that may arise (i.e., personality conflicts).
- Maintain statistics regarding victim contact to be submitted in a monthly report to the Director of Victim Assistance.
- Provide support and services to victims in their primary language.
- Translate documents and interpret to provide advocacy for victims whose primary language is Spanish. Provide information in Spanish if preferred and available.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position and the furtherance of prosecutions.

## **QUALIFICATIONS:**

### **Knowledge and Skills**

Knowledge of Spanish/English languages and cultures with the skill to interpret and explain procedures to monolingual and bilingual victims in such a manner that will be clearly understood. Knowledge of legal system and rights of victims. Excellent communication skills.

### **Abilities**

Ability to maintain a non-judgmental attitude toward others whose values and beliefs may be in direct contrast to the advocate's values and beliefs; be able 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 be able to abide by the laws, policies and procedures that govern the District Attorney's Office, Jefferson County, and the Victim Assistance Program. Must possess the ability to keep information confidential.

### **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. Must be able to work with people who are extremely upset.

### **Education and Experience**

High School Diploma or equivalent. Experience in a social service or public agency helpful

### **Licenses and Certificates**

A valid Oregon Driver's license with an acceptable driving record, as Advocate will drive to offsite locations and meet with victims.

### **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:****Hiring Bonus**

In effort to stay competitive with local employment markets and to attract and retain top quality talent, Jefferson County is now offering a Hiring Bonus as a recruitment strategy for some hard to fill County positions. This is a new recruitment incentive and will be posted with the position opening. The dollar amount of the Hiring Bonus is commensurate with the position, competition in the market, and availability of a qualified candidate pool. Presently, the positions offering the Hiring Bonus are in the Community Development Department and the District Attorney's Office. The Hiring Bonus offered will pay up to \$1,500 to a qualified new hire entering one of the pre-identified hard to fill positions. The County will pay half of the bonus at the completion of the first pay period of employment, and half after the completion of the third full pay period.

**Review Date 12/03/2021**

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.jeffco.net/hr>

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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Position #BILCRIM VIC ADV 1  
BILINGUAL CRIME VICTIMS' ADVOCATE I  
JR



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

## **Bilingual Domestic Violence Sexual Assault Advocate**

**SALARY:** \$16.73 - \$22.23 Hourly  
 \$2,911.02 - \$3,868.02 Monthly  
 \$34,932.24 - \$46,416.24 Annually

**DEPARTMENT:** District Attorney

**OPENING DATE:** 09/17/21

**CLOSING DATE:** 12/19/21 11:59 PM

### **DESCRIPTION:**

The Bilingual Domestic Violence and Sexual Assault Advocate assists victims of crimes by providing support and services to monolingual and bilingual victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking throughout the investigation and prosecution process. This position works under the general supervision of the District Attorney and direct supervision of the Director of Victim Assistance.

This position is responsible for advising victims of their victim rights, keeping them informed of the status of the case, attending court with the victim, establishing financial losses of the victim for restitution, and working closely with the District Attorney handling the case. This is a full-time grant-funded position with benefits.

\*\*This position falls under the Service Worker Collective Bargaining Agreement which provides for a 1-grade wage increase for individuals who pass a Spanish fluency examination. This increase is contingent on achieving a score of 8, or higher on the County's Spanish Bi-Lingual Fluency Examination. The wages in this post reflect the potential grade increase. The applicant would be hired at the pre-testing wage, and then be moved to the post-testing wage for subsequent pay periods.

### **ESSENTIAL DUTIES:**

- Establish contact with victims as soon as possible (preferably in person). Check in-custody list and District Attorney's intake of new cases.
- Provide support and comfort the victim as he/she participates in the various stages of the investigation and prosecution.
- Keep the victim informed of the case status either by phone, in person or through regular written notification. Advise the victim of their rights either verbally or by providing the rights in the notification packet. Document contact with victims in the District Attorney's case file.
- Provide information and referrals to victims that will further assist them with their needs (counseling, legal aide, etc.).
- Assist the victim in identifying issues about which he/she will need to make personal and practical decisions. (i.e. safety/security, children, etc.).
- Keep the District Attorney handling the case advised as to the victim's status and of any problems or concerns that may arise.

- May assist the victim with preparation for Grand Jury by explaining the court process and providing a safe waiting area.
- Assist the victim to prepare for testifying in court by taking them to the courtroom and explaining the trial process. Accompany the victim to court hearings. Assist with logistics so that victims may appear in court (i.e. transportation, babysitting, etc.)
- Assist in establishing financial losses of the victim for restitution purposes. When appropriate, assist the victim in applying for Crime Victim's Compensation. Make sure the information is documented in the District Attorney's case file.
- Be a liaison with law enforcement officers, prosecutors, social service agencies and the victim.
- Accompany and assist the victim in making a verbal statement to the court at sentencing and/or submitting a written statement.
- Send sentencing order packets to victims.
- Facilitate awareness and prevention activities in coordination with community partners. May teach classes.
- Assist victims with orders of protection. Follow up with Restraining Orders and No Contact Orders, and update staff.
- Update Domestic Violence, Dating Violence, Sexual Assault and Stalking materials that are distributed to victims.
- Keep the Director aware of any problems or concerns that may arise. (i.e. personality conflicts).
- Research new or "good" addresses for victims on returned notifications.
- Maintain statistics regarding victim contact to be submitted in a monthly report to the Director of Victim Assistance. Hand out surveys to victims.
- Actively participates on various committees that deal with victims' issues.
- Provide support and services to victims in their primary language. Translate documents for victims whose primary language is Spanish – provide information in Spanish if preferred and available.
- Work on-call after regular working hours. Assist victims in crisis by phone or in person the hospital or a public place.
- Regular attendance is an essential function of the position.
- Performs other duties as assigned that support the overall objective of the position and the furtherance of prosecutions.

## **QUALIFICATIONS:**

### **Knowledge and Skills**

Knowledge of Spanish/English languages and cultures with the skill to interpret and explain procedures to monolingual and bilingual victims in such a manner that will be clearly understood. Knowledge of legal system and rights of victims. Excellent communication skills. Public speaking skills are desirable. Must be able to read, write and speak fluently in Spanish and English. Good computer skills are required.

### **Abilities**

Ability to maintain a non-judgmental attitude toward others whose values and beliefs may be in direct contrast to the advocate's values and beliefs; be able 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 be able to abide by the laws, policies and procedures that govern the District Attorney's Office, Jefferson County and the Victim Assistance Program. Must possess the ability to keep information confidential.

### **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. Must be able to work with people who are extremely upset.

### **Education and Experience**

High School Diploma or equivalent. Experience in a social service or public agency helpful.

**Licenses and Certificates**

A valid Oregon Driver's license with an acceptable driving record.

**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.

Must have or be able to get a working phone number, and be able to pass a criminal history background check.

**SUPPLEMENTAL INFORMATION:****Hiring Bonus**

In effort to stay competitive with local employment markets and to attract and retain top quality talent, Jefferson County is now offering a Hiring Bonus as a recruitment strategy for some hard to fill County positions. This is a new recruitment incentive and will be posted with the position opening. The dollar amount of the Hiring Bonus is commensurate with the position, competition in the market, and availability of a qualified candidate pool. Presently, the positions offering the Hiring Bonus are in the Community Development Department and the District Attorney's Office. The Hiring Bonus offered will pay up to \$1,500 to a qualified new hire entering one of the pre-identified hard to fill positions. The County will pay half of the bonus at the completion of the first pay period of employment, and half after the completion of the third full pay period.

**REVIEW DATE 12/3/2021**

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APPLICATIONS MAY BE FILED ONLINE AT:

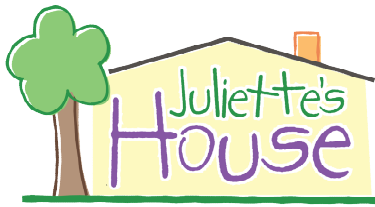
<https://www.jeffco.net/hr>

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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Position #7000-1  
BILINGUAL DOMESTIC VIOLENCE SEXUAL ASSAULT  
ADVOCATE  
JR



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



## 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.

**RESPONSIBILITIES:** 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, with minimum one year of clinical experience working with patients, doctors, records management and scheduling
- 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

**PHYSICAL DEMANDS:** 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.*



## 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.*



## 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 5<sup>th</sup>, 2021.

**[Jobs@ocadsv.org](mailto:Jobs@ocadsv.org)**

*For more information on the Oregon Coalition Against Domestic & Sexual Violence visit [www.ocadsv.org](http://www.ocadsv.org)*



## 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 20<sup>th</sup>, 2020 to

[Hiring@OCADSV.org](mailto:Hiring@OCADSV.org)

For more information on the Oregon Coalition Against Domestic & Sexual Violence visit [www.ocadsv.org](http://www.ocadsv.org)



**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](http://www.ocadsv.org)