



CASA For Children, Inc. Summary of Benefits 2022-23

Medical & Dental Benefits, plan year 6/1-5/31

CASA offers four medical plans (which include mental and behavioral health coverage) from Kaiser Permanente and one dental plan from Guardian Dental. *CASA pays 100% of employee premiums for those working 30+ hours per week for the base plans (or the equivalent of those premiums for those that are waiving CASA's benefits due to other coverage). Part-time employees will be offered a stipend equivalent of 50% of the medical/dental/vision premium. Employees may cover spouses and dependent children under CASA's group policy at their own expense.*

- **Medical - Kaiser HMO**
 - Office visits - \$35 Deductible - \$2,000 Out of Pocket max - \$5,500
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred brand drugs, specialty 20% coinsurance
 - Preventive care/screening – no charge Urgent care – \$45/visit (deductible does not apply)

- **Medical – Kaiser Added Choice PPO** – with slightly higher co-pays and deductibles, you are able to use providers outside the Kaiser network. **Employees are responsible for a portion of the monthly premium with this plan.*

- **Medical - Kaiser High Deductible Plan (Health Savings Account)**
 - Office visits – 20% co-insurance (regular, specialist) Deductible - \$2,800 Out of Pocket max - \$5,600
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred, specialty 20% coinsurance
 - Preventive care/screening – no charge

- **Medical –Kaiser Low Deductible Plan**
 - Office visits - \$20 (regular), \$30 (specialist) Deductible - \$500 Out of Pocket max - \$2,000
 - Prescriptions - \$15/\$30/\$50 for generic, preferred, non-preferred, specialty 20% coinsurance
 - Preventive care/screening – no charge
 - Urgent care – Ded then 20% **Employees are responsible for a portion of the monthly premium with this plan.*

- **Dental through Guardian Dental**
 - Office visits - \$0 Deductible - \$50 Annual plan max - \$1,000
 - Preventative – 100% covered (cleaning, x-rays. Fluoride treatments)
 - Basic – 80% covered Major – 50% covered \$1,000 annual benefit maximum

Vision Plan, plan year 6/1-5/31

VSP is a supplementary vision care provider. CASA pays 100% of the monthly premium. All regular

- WellVision Exam - \$10 co-pay for every plan year
- Prescription Glasses – \$15 co-pay every plan year
- Contact - \$150 allowance for contacts and lens exam every plan year
 - Lenses – Single vision, lined bifocal/trifocal lenses (included), Premium progressive/custom lenses (\$95-\$175) every plan year
 - Frames– annually \$200 allowance, 20% savings on amount over your allowance, (\$110 Costco allowance,

\$220 featured brands allowance)

- Contacts (instead of glasses) - \$0 – co-pay, \$150 allowance for contact, contact lens exam (fitting/evaluation)

Flexible Spending Account (FSA), plan year 6/1-5/31

The plan through Optum allows for pre-tax payroll deductions for medical/dental/vision and child/dependent care expenses. There is a \$500 carryover allowance from one plan year to the next.

Life Insurance, Short-Term Disability, Long-Term Disability, plan year 6/1-5/31

Coverage provided through MetLife. All regular employees working at least 30 hours per week are eligible. *CASA pays 100% of premium.*

- **Group Term Life** - \$25,000 term life insurance benefit
- **Short-Term Disability** – After 14 days of total or partial disability, the monthly benefit is equal to 60% of the first \$1,666.67 of employees’ pre-disability earnings up to a maximum of \$1,000/wk or 13 weeks of disability.
- **Long-Term Disability** - After 90 days of total or partial disability, the monthly benefit is equal to 60% of employees’ monthly pre-disability earnings to a maximum of \$2,500. Benefits are payable for up to 60 months.

Retirement

CASA’s retirement plan is managed through ADP TotalSource’s partner VOYA with 21 different fund options available. Eligibility: at six months of continuous employment for both part-time and full-time employees.

401(k) Tax Deferred Annuity Retirement Plan:

Employees are automatically enrolled in CASA’s 401(k) Retirement Plan at the minimum contribution rate with online access to make changes and manage their account. Employees are eligible for the plan the first of the month following six months of continuous employment. CASA will match employee contributions dollar for dollar up to 5% of annual salary. The employer match is made with each semi-monthly payroll. Employees are fully vested in the plan after 3 years of employment.

PAID FAMILY LEAVE

Oregon is implementing the Paid Family Leave program in 2023. CASA has chosen to cover the required Employee deduction as well as the Employer deduction. The deductions begin in January of 2023 with funds available to be used in the Fall of 2023.

PAID TIME OFF

CASA awards all paid time off at the beginning of the fiscal year according to employees’ tenure. 40 hours can be carried over to the next fiscal year. Hours are based on full time employees. Part-time employees receive prorated hours.

- 0 – 2 yrs = 20 days (160 hours)
- 2+ - 3 yrs = 21 days (168 hours)
- 3+-4 yrs = 22 days (176 hours)
- 4+-5 yrs = 23 days (184 hours)
- 5+ yrs = 25 days (200 hours)

COMPASSIONATE PTO BANK

Any PTO in excess of the 40 hour maximum is moved to a PTO Bank to hold for employees experiencing unexpected or catastrophic incidents that would otherwise require unpaid time.

Holidays/Other Days – Total of 19 Days

CASA offers 15 paid holidays a year, Birthday off, 3 additional days around calendar year-end

Mileage reimbursement for travel on behalf of CASA (outside of commute)

Paid at the IRS rate

This document is provided as a summary only. Specific details and guidelines for each plan are available through the summary plan documents and may periodically change.



CASA Supervisor – Multnomah County

Who We Are and What We Do: Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 1,050 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

Ideal candidates will understand the importance of family as well as the impact of trauma. They share our DEI journey through personal learning and have a willingness to support CASA's equity commitments.

CASA is actively seeking to diversify our Staff Individuals who represent BIPOC communities are encouraged to apply

Where You Will Work: *This is an in-office position with flexibility for some remote work hours after 3 months of employment (including orientation and onboarding)*

The CASA office located inside the Juvenile Justice Center
1401 NE 68th Ave., Portland, OR 97213

Who You Will Report To: Program Manager – Multnomah County

Position Type: Full time, Non-Exempt (hourly) Employee

Position Description: Through sustained, personal attention, A CASA Supervisor's role is to support the volunteer CASAs while they accomplish their goals of creating positive change in children's lives.

What You Will Do:

- Supervision, support and management of volunteer advocates and their assigned cases. Assure that CASA policy and practice standards are followed in each case
- Maintain monthly minimum contact with advocates, providing coaching, feedback and support tailored to their individual case and volunteer needs
- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed
- Support advocates in the completion of court reports
- Document CASA case activity and demographic information in agency database
- Participate and collaborate with CASA staff to troubleshoot case concerns and implement solution-based ideas
- Participate in pre-service training as well as continuing education for CASA volunteers



- Attend training, social & development activities as needed to support the organization (virtual & in-person training)

Qualifications You Will Need:

- Education obtained either through a bachelors' degree in social work or a related field *or* lived experience *or* a combination of the two
- Experience in the fields of juvenile dependency, social service, juvenile law, and volunteer management or a related field *or* lived experience *or* a combination of the two
- Ability to work with written reports using Microsoft Word and Google Drive
- A commitment to advancing and modeling diversity, equity and inclusion

Knowledge, Skills & Abilities You Will Need:

- Create and maintain a team environment. Give and welcome feedback. Contribute to building a positive team spirit. Have the ability to build morale and group commitments to goals and objectives. Support everyone's effort to succeed. Assume the best of other people's actions.
- Planning/Organizing: Strong organizational and time management skills. Ability to multi-task, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and objectives and demonstrates independent timekeeping skills.
- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed
- Strong written and verbal skills with the ability to effectively utilize technology and software, including MS Office, Google drive and databases
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others

Qualifications You Will Complete:

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the provided training program for CASAs in your first four months of employment
- Complete CASA's "Knowing Who You Are" anti-bias, cultural competency training in your first six months of employment

Your Salary and Compensation:

This position starts at \$43,000 (based on 2080 full time annual hours at ~ \$20.67/hr.). Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR** an annual additional earnings stipend of ~\$6,888 with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance. **Special perks:** Include a generous annual paid time off policy (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

How You Can Apply: Send your resume and cover letter to jobs@casahelpskids.org noting **CASA Supervisor - Multnomah County**. Please let us know where you heard of the opening so we can gauge the success of our outreach efforts. This position will remain open until filled. We prefer not to receive phone inquiries.



CASA Teen Supervisor

Who We Are and What We Do: Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports nearly 525 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 1,050 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

Ideal candidates will understand the importance of family as well as the impact of trauma. **They will also share our diversity, equity, and inclusion journey through personal learning and/or lived experience and have a willingness to support CASA's equity commitments. If this sounds like you, we would love to have you join our team.**

**CASA is actively seeking to diversify our Staff
Individuals who represent BIPOC communities are encouraged to apply**

Where You Will Work: *This is an in-office position, based out of our Multnomah County office with some travel between the counties we serve as well as flexibility for some remote work hours after 3 months of employment (including orientation and onboarding)*

The Multnomah County CASA office located inside the Juvenile Justice Center
1401 NE 68th Ave., Portland, OR 97213

Who You Will Report To: Teen Program Manager

Position Type: Full time, Non-Exempt (hourly) Employee

Position Description: Through sustained, personal attention, the Teen Supervisor's role is to support the volunteer CASAs while they accomplish their goals of creating positive change in children's lives. The Teen Supervisor works with the Teen Program Manager to assure that children served by the program receive sound advocacy and early permanency planning, in accordance with the Oregon Statute and federal laws and the policies of CASA for Children.

What You Will Do:

- Support, manage and monitor advocacy efforts for 30 CASAs through consultation, problem solving, troubleshooting, feedback, guidance, evaluation, motivation, training, and preparation for court appearances. Assure that CASA policy and practice standards are followed in each case; Proactively engage with CASA volunteers both in and out of the office to ensure a high-level of support and to enrich their volunteer experience
- Support CASA volunteers in being culturally responsive, understanding their biases and privilege, and being trauma-informed; Document CASA case activity and demographic information in agency database and work with the Program Manager to release or reassign CASAs whose advocacy is inappropriate or harmful
- Supervision, support and management of volunteer advocates and their assigned cases. Assure that CASA policy and practice standards are followed in each case
- Maintain monthly minimum contact with advocates, providing coaching, feedback and support tailored to their individual case and volunteer needs
- Support advocates in the completion of court reports
- Participate and collaborate with CASA staff to troubleshoot case concerns and implement solution-based ideas
- Participate in pre-service training as well as continuing education for CASA volunteers
- Attend training, social & development activities as needed to support the organization (virtual & in-person training)
- Work with the Teen Program Manager to develop new community partners to fill gaps in service delivery for teens in foster care
- Strengthen existing partnerships through the enhanced cultivation of relationships (schedule meetings, support/attend partner activities/events) to facilitate a truly robust CASA presence with the partner organization
- Travel between the counties we serve to work with advocates assigned to teen cases

Qualifications You Will Need:

- Education obtained either through **lived experience or a bachelors' degree in social work or a related field or a combination of the two.**
- Experience in the fields of juvenile dependency, social service, juvenile law, and volunteer management or a related field *or* lived experience *or* a combination of the two
- Ability to work with written reports using Microsoft Word and Google Drive
- A commitment to advancing and modeling diversity, equity and inclusion

Knowledge, Skills & Abilities You Will Need:

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- Planning/Organizing: Strong organizational and time management skills. Ability to multi-task, set priorities, meet deadlines, and prioritize/plan work activities. Use time effectively - set goals and

objectives and demonstrates independent timekeeping skills.

- Facilitate and mediate relationships between advocates and professionals, family members, and others as needed
- Strong written and verbal skills with the ability to effectively utilize technology and software, including MS Office, Google drive and databases
- Ability to maintain confidentiality and exercise diplomacy and discretion in communication with others

Qualifications You Will Complete:

- Successfully complete criminal justice and DHS abuse registry background checks (*Note: Having a criminal record may not be an automatic disqualifier. CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete the provided training program for CASAs in your first four months of employment
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Your Salary and Compensation:

This position starts at \$43,000 (based on 2080 full time annual hours at ~ \$20.67/hr.). Compensation includes an employer paid benefits package with medical (including mental health coverage), **OR an annual additional earnings stipend of ~\$6,888** with waiver of employer medical coverage (new hires must provide proof of medical coverage), employee assistance program, dental, vision, disability and life insurance.

Special Perks: Include a generous annual paid time off (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually. CASA also provides a 401(k) retirement plan that matches employee deferrals up to 5% of salary

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JOB DESCRIPTION

Position:	Bilingual (Spanish) Counselor
Department:	Counseling Services
Reports to:	Counseling Services Director
Status:	Exempt, Full-time
Salary:	\$55,000.00/Year + A Comprehensive Benefit Program

The mission of the Domestic Violence Resource Center of Washington County is to educate, support, and empower survivors and their children who are affected by intimate partner violence by offering counseling, advocacy, shelter services, and community outreach.

Scope of Duties:

The Bilingual Counselor coordinates and helps provide all counseling services pertaining to Spanish-speaking adults and their children who have experienced or witnessed Domestic Violence (Interpersonal Violence). The Bilingual Counselor conducts intakes, facilitates at least two weekly groups for Spanish-speaking adults, does individual counseling as needed with both adults and children, and helps to coordinate the work of bilingual graduate interns working with Spanish-speaking clients. This position works closely with other departments and staff of the Domestic Violence Resource Center.

Responsibilities:

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Provide counseling for Spanish-speaking adults who have been or currently are victims of Domestic Violence.
- Work with a diversity of Latinx adults from the tri-met area.
- Provide intakes (bio-psycho-social-cultural) in Spanish and determine service appropriateness.
- Facilitate (with bilingual interns, when possible) psycho-social-educational groups for Spanish-speaking adults using agency curriculum.
- Participate in updating and revising group curriculum as needed to keep it culturally sensitive and timely.
- Facilitate individual therapy for children of Spanish-speaking clients who have witnessed domestic violence.
- Participate in the annual interviews with potential graduate interns.
- Provide coordination of graduate bilingual interns in meeting the needs of Spanish-speaking adults and their children.
- Monitor the Wait List, if any, for Spanish speaking clients and assign to interns as needed.
- Attend weekly clinical meetings as required.
- Maintain confidentiality of client records according to HIPPA, DVRC policy, Oregon state law and ethical guidelines.
- Be able to make appropriate client referrals to other community resources.
- Maintain accurate records and provide raw data for program statistics and evaluation.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Collaborate with other agency programs to advocate for needed services for clients or to resolve crisis situations.
- Set goals with individual clients in therapy and evaluate effectiveness of treatment in helping client resolve identified problems

- Learn about new developments in the areas of trauma-informed treatment, cultural sensitivity and other related counseling practices by reading professional literature and attending continuing education trainings and professional conferences.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- Maintain contact with clients by phone to schedule appointments or provide other follow-up.
- If working towards licensure: maintain hours, associated paperwork, and other requirements to work towards licensure.
- Other duties as assigned.

Required Qualifications:

- Supportive of the Domestic Violence Resource Center's mission.
- Must pass a criminal background check.
- Must complete the 40-hour Victims' Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- May be asked to represent DVRC at public events, meetings, services, clubs, etc.
- Hold a Master's degree in counseling, clinical psychology, social work or related field.
- Bilingual and bi-literate in Spanish and English.
- Experience working with the Latinx community and has an understanding of the diversity of Latinx culture.
- Have strong time-management and organizational skills.
- Ability to provide effective clinical care in-person and via telehealth.
- Ability to use technology necessary for day to day functions in a business environment including databases, Microsoft Office Suite including Word, Excel, Outlook, etc., and Internet technology as work may be required to be completed remotely as needed.
- Driving on behalf of agency business is required.
- Have trained knowledge of:
 - Human behavior and development.
 - Practices of intakes, evaluation and treatment of adults.
 - Group process and facilitation.
 - Caseload management.
 - Vicarious trauma/compassion fatigue.
 - Maintaining accurate and complete client records.

Physical Requirements:

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

Sensory/Cognitive Demands:

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

Working Conditions:

- Typical office work environment with natural and artificial lighting. May be exposed to cleaning solvents, bloodborne pathogens, and service animals. May require driving on an occasional basis. Frequent repetitive motion with keyboard and use of computer mouse.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations. DVRC is an equal opportunity employer.



MEDICAL PROVIDER Job Description

General Statement of Duties: The position of the Medical Provider is a contracted position to perform and/or supervise medical assessments on children suspected to be victims of child abuse and neglect within Douglas County, and to provide child abuse medical examination guidelines, consultation, and training to community partners.

The position will primarily provide services to children and youth under the age of 18 years, or vulnerable adults up to age 25, who are suspected of being victims of physical or sexual abuse or neglect.

Job Duties for Position

- Perform medical assessments on children referred to the CAC under suspicion of child abuse and neglect.
- Provide timely written reports to appropriate agencies investigating abuse allegations and/or providing services for the child.
- Provide court testimony when necessary
- Consult our regional center in Jackson County as needed for second opinion.
- Review charts and case notes from other community medical providers and consult on potential abuse and neglect.
- Fulfill all clinical record keeping requirements including maintaining confidential information and adhering to policies and procedures relating to safeguarding client information.
- Attend bi-weekly Multidisciplinary Team Review (MDT) meetings, to present case findings, consult on cases not directly examined, and educate MDT on physical findings of child abuse and neglect.
- Assist the Director in completion of program evaluation reports.
- Maintain professional requirements for continued education and training in the field of child abuse medical assessments.
- Observe all agency policies and procedures.
- Responsibilities will be discharged by working within a multidisciplinary environment and providing consultation, coordination, technical assistance, and training to those individuals charged with the responsibility of protecting children and by increasing community sensitivity and awareness to child abuse issues.
- Behave ethically and professionally; maintain cultural humility when working with diverse populations.
- Maintain professional boundaries with clients and client families on social media, online, and in the community.

Education and Experience:

- Licensed physician or nurse practitioner within Oregon.

- Child Abuse Pediatrics Subboard eligibility or Certification or Physician with 16 hours of formal didactic training in medical evaluation of child sex abuse.

Knowledge, Skills, Qualifications

- Strong understanding of Child Welfare and the Foster Care system.
- Ability to communicate effectively both orally and in writing with other employees, program staff, persons receiving services, and outside organizations.
- Must be able to collaborate well with others and promote teamwork.
- Strong organizational and computer skills.
- Willingness to engage in CAC provided training and resources regarding the effects of vicarious trauma and resiliency.
- Willingness to engage in continuing education in the field of child abuse consisting of a minimum of eight contact hours every 2 years.
- Must pass a criminal background check.

Professional Insurance: The Medical Provider will be responsible for obtaining medical malpractice insurance and for keeping insurance current and in good standing.

Working Conditions: In addition, there may be exposure to illness and hostile clients. There may also be exposure to noises associated with personal computers, printers, telephones, people/children, and traffic each day.

Additional Job-Related Information: This is a flexible work schedule position. The Medical Provider will be able to adjust working hours to meet operational needs and in providing direct services. This position requires knowledge and skill of both professional and technical areas. It requires the ability to deal with difficult, complex situations and form professional opinions.

Supervision: The Medical Provider shall be under the direct supervision of the Executive Director in the performance of the above-described duties. The Executive Director will be required at a minimum to review this job description with the Medical Provider on an annual basis and provide the Medical Provider with a performance appraisal summary.



MENTAL HEALTH ASSESSOR and THERAPIST Job Description

General Statement of Duties: This position is responsible for interviewing children and families to complete CANS (Child and Adolescent Needs and Strengths) assessments as well as Mental Health Assessments to develop appropriate response recommendations for their clients. Provider will also have a small caseload of clients and provide mental health clinical assessment, diagnosis, and treatment of children who have experienced abuse and neglect as well as support for their non-offending care givers.

Job Duties for Position

- Performs CANS Assessments and Mental Health Assignments for all clients referred to the agency by Oregon Department of Human Services, Child Welfare.
- Responsible for interviewing children and families to assess their strengths and needs as well as develop appropriate response recommendations for their clients.
- Consistently performs specific assigned daily and general duties; meets deadlines.
- Regularly attends and participates in assigned meetings.
- Consistently interacts with clients and staff in a manner that aligns with agency mission, and vision. Establish and maintain therapeutic relationships with children and family members.
- Develop treatment plans and provide individual, family, and/or group therapy to the clients of Douglas CARES.
- Fulfill all clinical record keeping requirements including maintaining confidential information and adhering to policies and procedures relating to safeguarding client information.
- Provide guidelines to direct support staff regarding trauma informed intervention with client families.
- Maintain professional communications and case coordination with all involved social service agencies and community resources.
- Attend bi-weekly Multidisciplinary Team Review (MDT) meetings, as needed, provide consultation on case staffing's when appropriate, and provide consulting services for MDT members on individual cases as requested.
- Provide court testimony and expert witness testimony when requested.
- Participate in Douglas CARES training as requested.
- 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 Director.

- Report to and consult with Clinical Director on a regular basis. Report to Clinical Director concerns related to agency services; appraise and interpret ongoing therapy program operations and needs; report issues to Clinical Director as they arise.
- Attend trainings/conferences as directed by the Clinical Director or Director.
- Maintain cooperative relationships with all agencies providing advocacy for child abuse victims within Douglas County and the Region.
- Encourage teamwork through cooperative interaction with clients, staff, volunteers and Board members. Willingness to engage in CAC provided training and resources regarding the effects of vicarious trauma and resiliency.
- Maintain professional boundaries with clients and client families on social media, online, and in the community.
- Perform other duties as requested by Clinical Director or Executive Director.
- Behave ethically and professionally, observe all agency policies and procedures; maintain cultural humility when working with diverse populations.

Education and Experience Required

- Must meet QMHP requirements including master's degree in psychology, social work, counseling or related field. If not licensed, then receiving supervision toward licensure.
- *We prefer at least three years' experience* in a mental health setting working with individual, family, and group therapy for a range of needs in connection with child abuse/neglect, including domestic violence and/or drug endangered.
- Requires thorough knowledge of and training in up-to-date evidence-based, best practice treatment modalities.
- Ability to work cooperatively with families, law enforcement, other agency personnel, and community partners.
- Must be certified to complete and score CANS assessments or be able to complete certification within 3 weeks of hire.

Knowledge, Skills, Qualifications

- Foundational understanding of child development and developmental trauma.
- Strong understanding of Child Welfare and the Foster Care system.
- Ability to communicate effectively both orally and in writing with other employees, program staff, persons receiving services, and outside organizations.
- Must be able to collaborate well with others and promote teamwork.
- Strong organizational and computer skills.
- Willingness to engage in CAC provided training and resources regarding the effects of vicarious trauma and resiliency.
- Must pass a criminal background check.

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.

Supervision: This position is under the direct supervision of the Clinical Director in the performance of the above-described duties. The Clinical Director will be required at a minimum to review this job description with the employee on an annual basis and provide a performance appraisal.

Mental Health Assessor and Therapist **Date**

Clinical Director **Date**

Klamath Crisis Center

HUMAN TRAFFICKING TASK FORCE COORDINATOR **JOB DESCRIPTION**

POSITION SUMMARY:

Under the supervision of the Office Manager and with the support of the Oregon Department of Justice, the Human Trafficking Task Force Coordinator will be responsible for maintaining the Klamath County Human Trafficking Task Force (KCTTF). KCTTF strives to implement victim-centered, collaborative and sustainable approaches to combat human trafficking in our program area. The KCTTF is a collaboration between local law enforcement, prosecutor, social work, healthcare, Tribal and community partners. Coordinator will work to increase community awareness and provider education, identify gaps in services, and develop solutions.

WHAT YOU CAN EXPECT:

No two days are the same- this is a dynamic, fast-paced work environment. Serving as Human Trafficking Task Force Coordinator, you'll have opportunity for growth and education, and I'll be making a difference in the lives of victims of human trafficking.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Build and sustain relationships with task force and community partners.
- Coordinate and deliver community awareness and provider trainings.
- Anticipate and identify barriers to accessing services that victims may face. Develop practical solutions. Offer technical assistance in implementing screening techniques, trauma informed practices, etc.
- Maintain KCTTF meeting schedule, agendas, minutes, reminders and other relevant administrative duties.
- Maintain response protocols, case review, task force handbook, and shared task force Drive.
- Participates in staff development programs to increase knowledge and competence.
- Attends continuing education activities as required and as needed to be effective in position
- Anticipate and identify barriers victims may face, develop solutions.
- Will work with relevant partners, agencies, and community organizations in Klamath County, as relevant.
- Maintain accurate data collection and documentation as required. Ensure accurate, timely, and thorough reporting.

MINIMUM QUALIFICATIONS and EXPERIENCE:

- High School Diploma or GED, BA or higher education strongly preferred.
- 2 years' experience working in a collaborative setting.
- Proficiency with office technology- including Microsoft Office, Google Drive, and data entry.
- Manage up, down, and across.
- Work effectively in a fast-paced, sometimes crisis environment.
- A willingness to learn, creativity, and solutions-oriented personality.

PREFERRED QUALIFICATIONS:

- Life experience also valued in preference.
- A team player.
- Experience in providing advocacy to trafficking/sexual assault/domestic violence survivors

SALARY and BENEFITS:

- Salary: \$16.00- \$19.00 per hour, DOE
- Ongoing training and learning opportunities, opportunities to expand your interests and skill sets.
- A work environment dedicated to equity and growth.
- PTO
- Medical Stipend

Please send resume and cover letter to Christy.d@klamathadvocacycenter.org



Liberty House Job Announcement

Mental Health Program Director

Full-time—40 hours

Starting Salary of \$95,966 DOE

Excellent benefits package

About Liberty House

Liberty House is a nonprofit child advocacy center founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. With over 50 employees and three major outward-facing programs (specialty pediatric clinic, mental health program, and prevention education program), we annually reach over 3,500 children and adults each year in Marion and Polk Counties. 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.

Mental Health Program Director

The Liberty House Hope & Wellness trauma therapy program is seeking a Program Director to lead a dynamic team of therapists. Responsibilities include providing a range of trauma-focused mental health services, including but not limited to counseling, crisis stabilization, and care coordination for children, adults, and families impacted by trauma and/or grief. This is a management role; the Mental Health Program Director supervises the mental health therapists, serves on the Leadership Team, participates in the multidisciplinary child abuse teams for Marion and Polk Counties, and develops and provides trainings for other professionals, families, and colleagues. The Hope & Wellness Program has earned an exceptional reputation in its six years of existence and the next leader will have the opportunity to build on and expand its successes.

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.
- Ensure compliance with program policies and procedures and update as needed to maintain best practices.
- Identify and develop curriculum and materials for trainings and seminars in collaboration with community partners. Primary focus is to be on trauma-informed practices and responses, though other training opportunities may be developed in response to community needs.
- Provide and facilitate trauma-informed trainings and seminars.

- Develop and implement processes to assure child-specific coordination with external mental health providers, including referral information, shared care planning, and transition between agencies.
- Understand and execute responsibilities of Liberty House as a member of the local Coordinated Care Organization and the System of Care. This includes participation in community meetings, multi-disciplinary team meetings, and meetings within the Willamette Health Council and Coordinated Care Organization.
- Respond to subpoenas within boundaries of competence and knowledge.

Requirements

- Graduate degree in Psychology, Social Work, or another 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.
- 40 hours of training in evidence-based treatments for trauma.

To Apply

Please email a cover letter, application, and resume to HR@libertyhousecenter.org
Attn. Kaute Harrington

This recruitment will remain open until filled. The first review of applications will be January 17, 2023.

Liberty House is an Equal Opportunity Employer. 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.

Effective October 18th, 2021 Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.



Liberty House Job Announcement

Forensic Interviewer

Full-time—40 hours

Starting at 25.76/hr -Negotiable DOE

Excellent benefits package

About Liberty House

Liberty House is a nonprofit child advocacy center founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. With over 50 employees and three major outward-facing programs (specialty pediatric clinic, mental health program, and prevention education program), we annually reach over 3,500 children and adults each year in Marion and Polk Counties. 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.

Forensic Interviewer

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

Primary Duties

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

Qualifications:

Required Education and Experience:

- A professional with a master's degree in social work, counseling, psychology, sociology, child development or a related field **and** two or more years' experience working in a social services capacity with abused or neglected children and adolescents.
- **or** a professional with a bachelor's degree in social work, counseling, psychology, sociology, child development or a related field **and** four or more years' experience working in a social services capacity with abused or neglected children and adolescents.
- **or** a law enforcement officer with an advanced certificate from DPSST **and** a minimum of four years' experience investigating sexual assault and child abuse **and** a minimum of two years' experience conducting forensic interviews of children.

Other Qualifications:

- Completion of Oregon Child Forensic Interviewer Training.
- Understanding of complex family dynamics.
- Ability to work effectively in complicated and/or crisis situations.
- Candidate must be able to read and write English. Bilingual Spanish and English are a plus, but not required.
- Proficient with Windows computers and Microsoft Office.
- Well-organized with excellent attention to detail.
- Excellent written and verbal communication.
- Respond timely and accurately to requests for records and information.

To Apply

Please email a cover letter, application, and resume to HR@libertyhousecenter.org
Attn. Kaute Harrington

This recruitment will remain open until filled.

Liberty House is an Equal Opportunity Employer. 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.

Effective October 18th, 2021 Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.



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

A pediatric medical provider may include a Physician, Pediatric Nurse Practitioner, Family Nurse Practitioner, or Physician's Assistant with a strong commitment to patient care and community engagement. You will work as part of a team including physicians, 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

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

Effective October 18th, 2021 Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.

To Apply

For those interested, please email the following documents to ssitton@libertyhousecenter.org:

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

Attn: Shirlee Sitton

All applications will be treated with confidentiality.

MUSLIMAHS UNITED



HIDAYA WOMEN'S RESOURCE AND ADVOCACY PROJECT

503 246-1616

Part time: Fte.50 (20 Hrs. a week) Benefits: Healthcare option after introductory period, training,

Case Advocate: The Muslimahs United Hidayah Women's Resource and Advocacy Project (HWRAP) Case Advocate (CA) provides crisis intervention, advocacy and support for healing and recovery for survivors of bias crimes, domestic violence, sexual assault, stalking, Islamophobia, and other types of crimes. The HWRAP CA will work with the Muslim community a multicultural, and diverse population. Services reflect our mission to provide advocacy, intervention, and support to promote self-determination and hope for survivors of Bias crimes, domestic violence, sexual violence and stalking, and islamophobia. For this reason, the CA is expected to have extensive experience with the Muslim community and Muslim multicultural-cultural populations.

The CA's duties include client intake and referral, client support, advocacy, and case management, facilitating peer support groups CAs document client history and case narratives. CAs work directly with clients and with outside agencies to offer support in the areas of counseling, housing, Criminal justice/legal system, advocacy, and resource access.

Specified duties of the CA include but are not limited to the following:

- Complete the 40-hour Advocacy training (complete online national training until local training is available)
- Work independently after completing all training requirements and obtaining supervisory approval.
- Provide coverage for H-WRAP's Crisis Line as required
- Coordinate with the Executive Director on scheduling regular work hours and or/ on call hours.
- Provide advocacy support both in person, and via phone to survivors regarding intimate partner violence, sexual assault, and Hate crimes including but not limited to informing clients of their rights, assisting with paperwork/applications for assistance, Accompanying clients to court, referral to legal professionals, translating or obtaining translation services making referrals for assistance resources, requesting housing/utilities assistance,

connecting clients with counseling and/or support groups, safety planning and scheduling follow up appointments for clients .

- Maintain and abide by all policies regarding client confidentiality and Advocate-Victim Privilege.
- Respond to hospitals, medical staff, and other professionals or prospective clients in crisis to provide crisis intervention advocacy including but not limited to transportation, confidential emergency shelter resource, moral support, referral to partner agencies, information regarding victim's rights, providing replacement clothing as Needed, etc.
- Respond in a timely and professional manner.
- Facilitate support groups.
- Follow and maintain all Muslimahs United Hidaya policies including safety precautions pertaining to response for advocates, survivors, and their children.
- Submit time sheets, statistical reports and mileage records in a timely manner per due dates.
- Attend monthly staff meetings/ briefing sessions.
- Commit to values compatible with those Hidaya Women's Resource and Advocacy Project/Muslimahs United. This includes a commitment to supporting survivors of Islamophobia, racism, and domestic, and sexual violence in respectful way that honors each client's humanity.
- Use computer technology as needed, including Microsoft Office programs. Learn new technology systems and implement within scope of duties as needed.
- Maintain and have available transportation, current insurance coverage, and a valid driver's license.
- Make sound decisions, give clear direction and provide strong leadership in crisis situations.
- Perform other duties as assigned.

Qualifications

- Extensive experience working with the Muslim community (paid and or volunteer work)
- Understanding of Islam and Muslim cultures
- 40 Hour SVAA and or DV/SA advocacy training (Online course available at no cost once hired)
- Strong written and verbal skills
- Have an understanding of domestic violence cycles and understand working with people who have experienced trauma
- Experience working with Black communities. Refugee and Immigrant communities. People of Color.
- Civil rights training (completed after hiring)
- Compassion and respect for others
- Arabic speaker preferred but not mandatory



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Domestic Violence Advocate
Department/Program:	Family Services Department; Healing Circle Program
Compensation:	Starts at \$17.00 hourly or commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full Time, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	March 2021

Position Description:

This position is part of the Healing Circle program focused on domestic violence prevention and providing a wide range of services including, immediate crisis intervention services, advocacy and ongoing support and educational services.

Essential Functions:

- Maintain excellent case management procedures in compliance with funding sources and strength-based interventions.
- Provide clients with case management services including administration and direct service for housing services, information and referrals, safety planning, and client advocacy through face-to-face meetings and telephone contact.
- Contact key staff members in the Portland Metropolitan Area’s housing and social service organizations that provide for pregnant or parenting teens, adults, singles and families to identify and develop critically needed resources for clients.
- Provide community outreach/training to the community partners on culturally competent Domestic Violence and Sexual Assault prevention.
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities.
- Attend meetings in accordance to priorities of the Family Services Director and Healing Circle Manager.
- Provide Navigator services once per week at the Gateway Center for Domestic Violence.

Essential Functions Continued:

- Represent NAYA Family Center and the Domestic Violence Program at community events and other interest generating opportunities.

NAYA Family Center | Position Description: Domestic Violence Advocate

- Assist in database management, including data entry and grant reporting.
- Participate in staff trainings through NAYA Family Center and partner agencies as directed by the Healing Circle Manager.

Additional Duties:

- Ability to manage caseloads efficiently.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.
- Other duties as assigned by the Family Services Director and the Healing Circle Manager.

Qualifications:

Education & Training:

- Bachelor's Degree in Social Work or related field required.
 - An equivalent combination of education and experience may be an acceptable substitute.
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness and eviction) required.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED).
- 40 hour Domestic Violence Basic Advocacy Training for Oregon State strongly preferred.

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred.
- Three (3) or more years of experience working in human and/or domestic violence services.

Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently.
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed clients.

Skills, Continued:

- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments.
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time.
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds.
- Communication skills, active listening, verbal and written, including public presentation skills.
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 70% office/classroom, 30% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

NAYA Family Center | Position Description: Domestic Violence Advocate

Physical Requirements:

- The employee must occasionally lift and/or move up to 30 pounds.
- The employee may be required to sit for extended periods of time.
- The employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy).
2. Successful completion of a background investigation (including a fingerprint criminal history check https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open Until Filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Domestic Violence HUD Horizons Housing Advocate (DVHUD)
Department/Program:	Family Services Department; Healing Circle Program
Compensation:	Starts at \$19.00 hourly, Commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 9am-6pm: flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	November 2021

Position Description:

The Domestic Violence HUD Horizons Housing Advocate assists domestic & sexual violence (DSV) survivors’ with maintaining or obtaining safe housing using funds from the Department of Housing and Urban Development (HUD) The Domestic Violence HUD Horizons Housing Advocate’s responsibilities center on building relationships with the program’s diverse clientele by fostering trust and supporting their strengths and capabilities in a fully engaging manner (regardless of participants’ backgrounds, personal histories, and/or household compositions).

Duties include providing a range of support services directly to households assigned to caseload, as well as performing auxiliary tasks that indirectly facilitate overall quality and integrity of services provided. Duties take place where they are most effective; consequently, the Domestic Violence HUD Horizons Housing Advocate may spend a significant amount of time out in the field (such as homeless camps, shelters, or at participant’s current residence). This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing general administrative tasks and service coordination.

Essential Functions:

- Provide direct outreach and housing placement services to domestic/sexual violence survivors who are experiencing homelessness, utilizing a “housing-first” approach
- Disburse participant assistance funds and supplies in compliance with funding sources and program priorities
- Participate in Multnomah County’s Coordinated Access process for survivors of domestic violence seeking housing services; Resource Coordination Team (RCT) meetings and implementation meetings.
- Coordinate engagement with other domestic violence, mental health, anti-poverty, and legal service providers at the directive of the survivor

NAYA Family Center | Position Description: Domestic Violence HUD Horizons Housing Advocate (DVHUD)

Essential Functions (continued):

- Utilize the Safety and Stabilization Assessment to refer survivors to the best available housing opportunity
- Apply knowledge of VAWA (Violence Against Women Act) protections and/or landlord/tenant laws
- Build and maintain collaborative relationships, logistical support, and communication with property managers and landlords, police, social service agencies, businesses, and neighborhood organizations.
- Provide and maintain continued support to promote housing stabilization with recently housed DSV survivors for an appropriate minimum time length (usually three months or longer).
- Provide community outreach/training to the community partners on culturally competent Domestic Violence and Sexual Assault prevention.
- Provide intervention, advocacy, support, and education for domestic/sexual violence survivors
- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources.
- Attend and participate in agency, community, and staff meetings and trainings through NAYA Family Center and partner agencies as directed by the Healing Circle Manager and/or Family Services Director
- Represent NAYA Family Center and the Domestic Violence Program at community events and other interest generating opportunities

Additional Duties:

- Other duties as assigned by the Healing Circle Manager
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff
 -
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor's Degree in Social Work, related field required
 - An equivalent combination of education and experience may be an acceptable substitute.
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness, and eviction) required.
- Knowledge of underlying issues impacting the intersection of domestic/sexual violence and homelessness required.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required
- 40 hour Domestic Violence/Sexual Assault training preferred.

NAYA Family Center | Position Description: Domestic Violence HUD Horizons Housing Advocate (DVHUD)

Qualifications continued:

Certifications/Credentials:

- Certificate of completion of forty (40) hours of Domestic Violence and Sexual Assault Training.
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED).

Experience:

- Three (3) or more years of experience working in human and/or domestic/sexual violence services.
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred.
- Experience using the Assertive Engagement model of service delivery preferred
- Housing, HUD-funded programming and current knowledge of the Portland housing crisis highly preferred.

Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently.
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding participants.
- Ability to be extremely flexible when managing changing priorities, schedules, and situations, without compromising quality of outcomes, ability to complete tasks, or uphold commitments.
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time.
- Ability to communicate clearly and develop positive relationships using verbal, nonverbal, written communication skills, and public presentation skills in a non-judgmental, respectful, and confidential manner.
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use examples include but are not limited to: Efforts to Outcomes (ETO), Service Point, etc.
 - Email

Work Environment: 10% office, 90% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

Physical Requirements:

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.

Physical Requirements continued:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

NAYA Family Center | Position Description: Domestic Violence HUD Horizons Housing Advocate (DVHUD)

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy).
2. Successful completion of a background investigation (including a fingerprint criminal history check); see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date*.

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>

Application Deadline: Open Until Filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org

Job Opening

Business Manager

Job Classification
Full-time Exempt

Salary
\$40,000-48,000 (DOE)

Benefits

100% employer paid Individual Health + Dental Insurance
3% Employee Match Retirement Fund (501 3 b)
Life + Disability Insurance
12 Paid Holidays
96 Hours vacation annually
Paid sick leave up to 96 hours annually

Minimum Education Required

BA/BS Preferred

Location

Winston, OR 97496

Peace at Home Advocacy Center is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education, and empowerment.

Peace at Home is seeking a *Business Manager* to join the diverse team to provide direct service and support to survivors of domestic violence, sexual assault, stalking and human trafficking.

Peace at Home values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. Survivors and people from historically marginalized communities are encouraged to apply.

Application Process: Apply online through [Indeed.com](https://www.indeed.com)

Summary: The Business Manager is responsible for accepting administrative and financial tasks to support the organizations mission. This position reports to the Executive Director to meet the demands of policy/procedure compliance, grant writing and reporting, accounts payable and payroll functions, facilities/property management. This position also serves to supervise the Resource & Volunteer Coordinator.

Essential Duties/Responsibilities

- Responsible for all basic accounting procedures, financial statement preparation, month-end closing, journal entries and general ledger maintenance; prepare supporting schedules for financial statements preparation
- Assist advocates with accessing funds and resources to provide emergency services



- Support HR functions such as tracking on-boarding activities, benefits enrollment, and policy check lists
- Organize and prepare accounts payable, receivable and payroll
- Regularly review and track policies, procedures, and cost centers
- Assist with calendaring, organizing the logistics and taking minutes of ED lead meetings and activities
- Implement processes and practices to ensure contract compliance and quality assurance
- Review assignments delegated by the ED such as grants and marketing materials
- Responsible for ensuring donors, sponsors, grantors and recognized and contributions are tracked
- Assist with organizing files and purging documents per the retention policy
- Assist with facilities management including communicating with vendors and contractors, ensuring procurement process integrity
- Provide property management support including tracking rent and expenses, assisting with lease-ups, ensuring contract compliance, and preparing notices/evictions
- Provide supervision to the Resource & Volunteer Coordinator
- Assist with board communication, scheduling meetings and preparing packets
- Assist with managing social media and the agency website
- Purchase and track office supplies and equipment
- Support monthly database entry, if needed

Qualifications and Skills:

- Business, finance or non-profit experience; at least 2 years of responsible bookkeeping/accounting
- Attention to detail and drive to see tasks through to completion
- Strong creative problem-solving and organizational skills
- Proficient with QuickBooks, Microsoft Office specifically Word and Excel, working knowledge of cloud-based business applications
- Demonstrate strong interpersonal skills and proficiency in business vocabulary to professionally represent the Executive Director and the company
- Outstanding interpersonal, oral, and written communication skills
- Excellent proofreading and editing skills
- Ability to learn grant reporting requirements and meet strict deadlines
- Prefer experience with social media and Word Press

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate but varies based on location and activity.

Other Requirements

- Ability to occasionally travel within and outside of Oregon State. Must have a passing driving record, current driver's license, and proof of car insurance
- Adheres to all agency policies and practices
- Willing ness to work flexible hours to meet deadlines

Peace at Home Advocacy Center is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.

Job Opening Healthy Relationships Specialist

Job Type

Full-time

Published:

06/10/2022

Application Deadline:

Open until filled

Salary

\$18.50 an hour

Location

Public Office

1202 SE Douglas Ave

Roseburg OR 97470



Peace at Home
ADVOCACY CENTER

Peace at Home Advocacy Center is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education and empowerment.

Peace at Home values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. *Survivors and people from historically marginalized communities are strongly encouraged to apply.*

Please submit an application packet containing: cover letter and resume to the Executive Director. Please highlight any experience that specifically addresses the essential functions of this position. **This position is open until filled. First screening begins June 24, 2022.** To submit an application electronically, email melanie@peaceathome.com with the position title in the subject line. To submit your application via postal service, please send it to: PO Box 1942, Roseburg OR 97470.

Goal Statement: The Healthy Relationship Specialist is a Co-Located, professional position, stationed between Peace at Home and healthcare community partner programs. The Healthy Relationship Specialist is responsible for direct client services for survivors of family violence, sexual assault and stalking.

The Healthy Relationships Specialist/s must be capable of and consistently exhibit:

- Ability to perform crisis intervention and work with trauma survivors
- Self-Awareness of personal issues when interacting with trauma survivors
- Ability to effectively communicate both verbally and written
- Ability to resolve conflict effectively
- Self-motivation and the ability to work with minimal supervision
- Leadership skills, with the ability to motivate and coordinate with community partners

- Ability to be culturally agile and work effectively with underrepresented populations
- Ability to represent the agency in professional manner
- Effective time management skills and the ability to prioritize
- Compassion and empathy, understanding, patience when dealing with others
- Flexibility, ability to adapt to change

Job Functions & Responsibilities:

Client Services

- Answer crisis line calls and respond to phone referrals from providers and team members
- Provide in-person safety planning with danger assessment, peer counseling, resource and referral
- Understand and comply with advocate confidentiality and privilege
- Provide emergency transportation as needed
- Offer direct assistance which will enhance safety e.g. door locks, emergency shelter
- Refer clients who do not have health insurance coverage to an OHP Assister
- Provide other advocacy with hospital/clinic social worker and/or behavioral health team
- Accompany clients to medical appointments
- Consult with medical professionals to coordinate services and provide education/technical assistance to improve interventions with survivors
- Network with other community agencies on behalf of survivors
- Refer clients to other Peace at Home programs including but not limited to DHS Advocate, Latinx Services Advocate, Shelter & Transitional Housing team, Legal Advocate
- Provide information/education to clients around ACEs and the health effects of trauma
- Identify and coordinate training for healthcare providers on issues around family violence, sexual assault and stalking, Adverse Childhood Experiences, and Trauma-Informed Care
- Maintain knowledge of how to apply for public benefits i.e. OHP, SNAP, and TA-DVS
- Work actively to promote team cohesion and culture that support growth, self-care and accountability
- Participate with community partners to improve protocols that support survivors within healthcare settings
- Participate in staff meetings and functions and engage in professional development activities

Program Development

- Develop procedures or practices to meet both program objectives and survivor's needs
- Provide outreach and community education within the healthcare community
- Maintain statistics and documentation promptly and accurately
- Report program challenges, successes, and needs to the Executive Director

Qualifications and Skills:

- Experience providing advocacy or other related experience
- Presentation/trainer skills
- Proficient in Microsoft Office programs
- An understanding of the healthcare system and how to interact with system partners effectively while maintaining confidentiality and role of the community based advocate
- An understanding of how anti-oppression work intersects with intimate partner violence
- Skills to coordinate team leader meetings and cultivate/sustain community partnerships
- Bachelor's Degree in healthcare, social work or related fields preferred; relevant experience will be considered in lieu of degree

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate but varies based on location and activity.

Other Requirements

- Ability to complete Community Health Worker training and certification
- Ability to occasionally travel within and outside of Oregon State. Must have current driver's license and proof of car insurance. Peace at Home will request a driving record at no cost to the applicant
- May be required to be on-call on weekends, evenings and holidays; being on-call may be as frequent as 7 days per month, depending on staffing it may be more or less frequent
- Adheres to all agency policies and practices
- Other duties may be assigned by Executive Director

Peace at Home Advocacy Center is an Equal Opportunity Employer,
drug free workplace and complies with ADA regulations as applicable.



Volunteers of America Oregon is seeking a Violence Prevention Advocate to join us in our initiatives to promote safer, more equitable communities while empowering and supporting youth.

Home Free has been providing advocacy, resources, and support services to survivors of domestic and sexual violence in the Portland area for over 50 years. Gender-inclusive and culturally responsive services offered by Home Free include crisis support, safety planning, housing, and advocacy in legal, healthcare, and community settings. Members of our team mobilize compassion, skillfulness, creativity, and resources to empower over 5,000 survivors annually to weave together options to open life-changing pathways towards safety and self-determination.

The Violence Prevention Advocate will hold a dual role as prevention educator and confidential support person, helping to expand our ongoing inter-agency efforts to provide on-campus and mobile advocacy services to youth within the Portland Public School District (PPS). This role seeks to promote survivor-centered responses to dating and sexual violence while fostering a district-wide culture of consent.

Compensation: \$19.36 - \$22.59/hour, and there is 1.5% bilingual differential for bilingual preferred positions, (Depends on Experience and/or Certifications). This is a full-time position with excellent benefits! Benefits package includes medical, dental and vision insurance, life insurance, short and long-term disability insurance, 403(b) with automatic 5.5% contribution after 18-months regardless of employee participation, flexible spending account, employee assistance program, and other voluntary benefits and discounts. Generous paid time off plan includes 15 days in the first year, 23 days in the second year, and 26 days in the third year.

Education, Training & Experience:

- Bachelor's degree in social work, women's/gender studies or a related field preferred. Associates degree and one year of related experience OR high School diploma/GED and two years of relevant experience may be substituted in lieu of 4-year degree.
- Experience engaging with youth, including classroom facilitation, delivering a curriculum, and fielding challenging questions.
- Experience working with the education system – including public schools and school districts – or with a similar large system.
- Experience collaborating with a wide array of community partners, including schools, police, and other non-profit agencies.

- Knowledge of prevention education, specifically primary prevention, concerning domestic, dating, and sexual violence.

Competencies:

- Bilingual applicants are highly preferred.
- Excellent communication, collaboration, and community networking skills.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel).
- Enthusiasm for working with individuals of diverse identities, building bridges, and collaborating with a wide array of community partners including school staff, student clubs, law enforcement, and other non-profit agencies.
- Comfort and skillfulness discussing topics related to sexual health, sexuality, gender, trauma, interpersonal violence, and contending with oppressive systemic factors which contribute to the ongoing prevalence of sexual violence with various groups including teachers, administration, coaches, parents, and youth.
- Ability to be self-directed, multitask, pivot effectively to fulfill the various aspects of the role, be flexible, prioritize daily workload, and operate calmly amidst stressful circumstances.
- An understanding and passion for continued learning around the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and culturally responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Awareness of your own personal and/or positional privilege and power.
- Bicultural preferred but not required.

Additional Eligibility Requirements:

- Ability to pass criminal background check and ability to pass Portland Public School (PPS) background check as a requirement for working within Portland Public School locations.
- Current driver's license and/or ability to move throughout Portland area to fulfill job duties.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Program Director OR expectation that training will be completed within first six months of employment (provided internally).
- Prior completion of Assertive Engagement (AE) training, OR expectation that training will be completed after employment (provided internally).
- **COVID-19 Vaccination Requirement:** To protect the health and safety of VOA Oregon clients and employees and to be compliant with local, state, and federal mandates, VOA Oregon requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception by October 18, 2021, as a qualification of employment. Candidates who receive an offer of employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Essential Duties & Responsibilities:

- Provide one-on-one, survivor-centered confidential advocacy services to youth as needed. Make referrals and arrange ongoing support when appropriate.
- Staff on-campus office hours at assigned PPS high schools. Answer phone calls made to our Teen Advocacy Hotline.
- Schedule and co-facilitate presentations related to dating violence prevention and equitable relationships to teens in PPS classrooms and adults who work with teens. Develop and edit presentations as needed.
- Collaborate with other Home Free Teen Advocate to manage responsibilities and perform duties alongside partner advocates from Raphael House of Portland.
- Plan and perform community outreach, network building, and relationship tending to publicize services and optimize effectiveness of our programs.
- Maintain case management records and complete necessary paperwork.
- Attend and participate in agency and community meetings as needed.
- Consistently apply ethical professional practices and safety procedures as they relate to job activities.

Other Responsibilities:

- Provide information, consultation, and referrals to parents, community, and school staff who are supporting youth.
- Plan and facilitate group spaces for youth education and wellbeing.
- Provide mentorship and guidance to student clubs and youth activists who are working to promote consent culture and equitable relationships.
- Seek and undergo ongoing professional development.
- Travel throughout the Portland Metro area to fulfill job duties onsite when needed.
- Other duties as assigned.

Work Environment: This role is currently scheduled to staff drop-in office hours at assigned Portland Public High Schools at least 3 days per week and will be required to provide in-person classroom presentations. Access to Home Free office space is optional and the remainder of work will be performed remotely on a laptop and smartphone provided by VOA. Due to COVID-19, the requirements of this position are subject to change to full-time remote, returning to the office environment full-time, or alternating office and remote work. These decisions will be based on operational needs and guidance from State and local officials.

Schedule: This is a full-time position; 40 hours per week, Monday thru Friday. Extended and weekend hours may be necessary on an occasional basis.

Interested applicants must apply online at www.voaoor.org/careers

If you need assistance completing online application, please contact the Human Resources department.

Volunteers of America Oregon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, sexual orientation, protected veteran status, disability any other category protected by federal, state or local law.



Volunteers of America Oregon está buscando un defensor de vivienda bilingüe que se una a nosotros en nuestras iniciativas para promover comunidades más seguras y equitativas al tiempo que empodera y apoya a los sobrevivientes de violencia doméstica y sexual.

Home Free ha brindado apoyo, recursos y servicios de apoyo a sobrevivientes de violencia doméstica y sexual en el área de Portland durante más de 50 años. Los servicios con inclusión de género y culturalmente receptivos ofrecidos por Home Free incluyen apoyo en caso de crisis, planificación de seguridad, vivienda y defensa en entornos legales, de atención médica y comunitarios. Los miembros de nuestro equipo movilizan compasión, habilidad, creatividad y recursos para empoderar a más de 5,000 sobrevivientes anualmente para tejer opciones para abrir caminos que cambian vidas hacia la seguridad y la autodeterminación.

El Defensor de Vivienda Bilingüe es responsable del desarrollo, coordinación, seguimiento y entrega de Vales de Vivienda de Emergencia (EHV) a largo plazo / permanentes y servicios de apoyo para sobrevivientes de violencia doméstica y sexual, brindando administración de casos, empoderamiento económico y conexión de recursos a sobrevivientes en el programa de vales de vivienda de EHV. El Defensor de Vivienda Bilingüe también se enfoca en aumentar las opciones de vivienda para sobrevivientes de violencia doméstica mediante el establecimiento de vínculos con propietarios, administradores de propiedades y otros proveedores de servicios. Esta persona co-facilita un grupo de apoyo en español semanal.

Compensación: \$ 21.57 - \$ 25.16 / hora, se incluye un diferencial bilingüe del 3% en el rango de salario publicado (Depende de la experiencia y / o certificaciones). ¡Este es un puesto de tiempo completo con excelentes beneficios! El paquete de beneficios incluye seguro médico, dental y de la vista, seguro de vida, seguro por discapacidad a corto y largo plazo, 403 (b) con contribución automática del 5,5% después de 18 meses, independientemente de la participación del empleado, cuenta de gastos flexible, programa de asistencia para empleados y otros beneficios y

descuentos. El generoso plan de tiempo libre remunerado incluye 15 días en el primer año, 23 días en el segundo año y 26 días en el tercer año.

Educación, formación y experiencia:

- Se prefiere una licenciatura en trabajo social, estudios de mujeres / género o un campo relacionado. Un título de asociado y un año de experiencia relacionada O un diploma de escuela secundaria / GED y dos años de experiencia relevante pueden sustituirse en lugar de un título de 4 años.
- Este puesto requiere experiencia en las siguientes áreas: promoción de la vivienda, creación de redes y creación de asociaciones comunitarias, y prestación de servicios de apoyo, especialmente dentro de la comunidad Latinx.
- Esta posición requiere conocimiento en las siguientes áreas: impactos de la violencia doméstica y sexual y su intersección con la pobreza y la falta de vivienda, especialmente dentro de la comunidad Latinx; recursos de la comunidad local; y barreras que enfrentan los sobrevivientes latinx.
- Se requiere bilingüe (inglés / español).

Competencias:

- Se requiere ser bilingüe en inglés / español. Capacidad para cumplir con todos los deberes del puesto en ambos idiomas requeridos.
- Excelentes habilidades de comunicación, colaboración y redes comunitarias.
- Competente en Microsoft Office Suite (Word, Outlook, Excel).
- Entusiasmo por trabajar con personas de diversas identidades, construir puentes y colaborar con una amplia gama de socios comunitarios, incluidas agencias gubernamentales y otras agencias sin fines de lucro.
- Confort y destreza para discutir temas relacionados con la violencia doméstica y sexual, relaciones saludables, trauma y lidiar con factores sistémicos opresivos que contribuyen a la prevalencia continua de la violencia doméstica y sexual con diversas entidades.
- Capacidad para ser autodirigido, realizar múltiples tareas, pivotar de manera efectiva para cumplir con los diversos aspectos del rol, ser flexible, priorizar la carga de trabajo diaria y operar con calma en medio de circunstancias estresantes.
- Comprensión y pasión por el aprendizaje continuo sobre las causas fundamentales de la violencia doméstica y sexual, y cómo las injusticias se cruzan en función de la raza, la identidad de género, la orientación sexual y la capacidad.
- El deseo y la capacidad de promover una política antirracista, inclusiva y ambiente culturalmente diverso y culturalmente receptivo.

- La capacidad de relacionarse respetuosamente con personas de diversos orígenes y edades, y de utilizar prácticas equitativas y basadas en el trauma.
- Conciencia de su propio poder y privilegio personal y / o posicional.
- Bicultural preferido pero no obligatorio.

Requisitos de elegibilidad adicionales:

- Capacidad para aprobar una verificación de antecedentes.
- Requiere un vehículo confiable, licencia de conducir válida y capacidad para aprobar los estándares de manejo de nuestra aseguradora.
- Finalización de 40 horas de capacitación en defensa de la violencia doméstica y sexual, o su equivalente para ser aprobado por el Director del Programa O la expectativa de que la capacitación se complete dentro de los primeros seis meses de empleo (proporcionado internamente).
- Finalización de la capacitación de Compromiso Asertivo (AE), O expectativa de que la capacitación se complete después del empleo (proporcionada internamente).
- Finalización del sistema de acceso coordinado para violencia doméstica y sexual, O expectativa de que la capacitación se complete después del empleo (proporcionada internamente).
- Requisito de vacunación COVID-19: Para proteger la salud y seguridad de los clientes y empleados de VOA Oregon y para cumplir con los mandatos locales, estatales y federales, VOA Oregon requiere que los empleados estén completamente vacunados contra COVID-19 o tengan una autorización médica o excepción religiosa para el 18 de octubre de 2021, como calificación de empleo. Los candidatos que reciban una oferta de empleo deben proporcionar un comprobante de vacunación al ser contratados o presentar una solicitud de excepción antes de la fecha de inicio.

Deberes y responsabilidades:

- Responsable de cumplir con todos los objetivos del Voucher de Vivienda de Emergencia estipulados por el contrato (s) que financia este puesto.
- Proporcionar asistencia de vivienda y servicios de apoyo culturalmente sensibles.
- Brindar apoyo directo a los sobrevivientes de violencia doméstica y sexual para incluir navegación de sistemas, evaluaciones de necesidades, vínculos con recursos comunitarios, evaluaciones de peligros y planificación de seguridad, y otros servicios según sea necesario.
- Identificar posibles sitios de viviendas asequibles y seguras dentro de la comunidad objetivo. Establezca relaciones con los propietarios y proporcione educación sobre el programa y el tema de la violencia doméstica y sexual para aumentar las opciones de vivienda para los sobrevivientes de violencia doméstica.

- Asistir a las capacitaciones y reuniones mensuales de la Red de Apoyo a la Vivienda Económica para el Empoderamiento (SHEEN, por sus siglas en inglés) que brinda la Oficina Conjunta de Servicios para Personas sin Hogar.
- Organizar e implementar grupos de apoyo realizados en español; proporcionar co-facilitación grupal.
- Realizar visitas domiciliarias, según corresponda y sea necesario.
- Ayudar a los clientes a obtener pases de autobús para ayudar en el transporte relacionado con la gestión de casos.
- Brindar liderazgo en la identificación de las necesidades de los participantes y el desarrollo de nuevos servicios en lo que respecta al componente de extensión de Latinx.
- Cumplimiento de las políticas y procedimientos de comunicación ética de Home Free.
- Mantener registros de la prestación de servicios, proporcionar las estadísticas necesarias y preparar los informes requeridos por Home Free y la Oficina Conjunta de Servicios para Personas sin Hogar (JOHS).
- Mantenga los archivos del caso y asegúrese de que todo el papeleo requerido se mantenga actualizado.
- Desarrollar y mantener relaciones positivas con grupos comunitarios, agencias de servicios sociales y otros socios comunitarios.

Responsabilidad de supervisión: el puesto no es responsable de la supervisión de otros empleados.

Ambiente de trabajo: viaje por el metro de Portland. Llegue para visitas domiciliarias y entregue los artículos según sea necesario. El acceso al espacio de oficina Home Free es opcional, fuera de cuando sea necesario, y el resto del trabajo se realizará de forma remota en una computadora portátil y un teléfono inteligente proporcionado por VOA Oregon. Debido a COVID-19, los requisitos de este puesto están sujetos a cambios a tiempo completo a distancia, regresar al entorno de oficina a tiempo completo o alternar la oficina y el trabajo remoto. Estas decisiones se basarán en las necesidades operativas y la orientación de los funcionarios estatales y locales.

Horario: este es un puesto de tiempo completo; 40 horas semanales, de lunes a viernes. Las horas extendidas y los fines de semana pueden ser necesarias de forma ocasional.

Los solicitantes interesados deben presentar su solicitud en línea en www.voao.org/careers

Si necesita ayuda para completar la solicitud en línea, comuníquese con el departamento de Recursos Humanos.

Volunteers of America Oregon es un empleador que ofrece igualdad de oportunidades. Todos los solicitantes calificados recibirán consideración para el empleo sin distinción de raza, religión, color, origen nacional, sexo, edad, orientación sexual, condición de veterano protegido, discapacidad, cualquier otra categoría protegida por la ley federal, estatal o local.