



The Henderson House Shelter Advocate provides domestic violence and sexual assault advocacy services, crisis intervention, support group facilitation, and resource referrals to women, men, and children in Yamhill County, Oregon.

Please email resumes to nperez@hendersonhouse.org by January 10th, 2025

Status:	Full Time, Regular Non-Exempt
Hours per week:	37.5
Supervisor:	Executive Director & Deputy Director
Pay:	\$25.00/hourly + benefits

RELATIONSHIPS

- Reports to the Executive Director & Deputy Director
- Often works independently as an advocate, at the Henderson House Advocacy Center and Shelter
- Will interact and work cooperatively with other employees and volunteers of the agency
- Primary contacts outside the agency are social service agencies, state agencies, community organizations throughout the county, new clients and their family members, established clients, local court personnel, law enforcement, and medical personnel

RESPONSIBILITIES

- Providing advocacy and resource referrals to women, men, and children who are identified victims of domestic violence, sexual assault/abuse, trafficking or stalking
- Providing resource referrals, crisis counseling, safety planning, case management, transportation of clients to appointments, assisting with completing protection order filings, and accompanying clients to court and medical facilities
- Utilizing guidelines, knowledge, and judgment when determining eligibility for agency services
- Bringing clients into the shelter and performing the intake process
- Managing Shelter resources, ensuring that necessary items are available for Shelter clients, and coordinating with service providers to maintain Shelter operations
- Observing and recognizing child abuse/neglect issues and reporting to the Deputy Director
- Gathering, analyzing, and formatting data from a variety of sources
- Typing and composing emails and reports utilizing proper spelling, grammar, punctuation and layout. Responsible for accuracy and clarity of final copy
- Facilitating volunteer trainings as needed
- Attending meetings, providing back-up support to other advocates, receiving internal and external training
- Answering the 24-hour crisis line and serving “on call” on weeknights, weekends, and holidays on a rotating schedule with other advocates
- Ability to work independently, scheduling appointments and meetings, determining their workload priorities based on agency needs
- Must not pose a risk to self or others, demonstrates appropriate conduct, and maintains acceptable dependability level

QUALIFICATIONS

Education/Work Experience

- Bachelor's Degree in social service or related field preferred. Equivalent experience in lieu of education may be considered
- Must have a comprehensive understanding of domestic and sexual violence, oppression, and related issues
- Familiarity with social service agencies, other agencies, and community organizations in Oregon
- Previous experience providing advocacy, case management, or customer service
- Demonstrated ability to work within the constraints of agency systems and procedures

Communications/Language

- Excellent written and oral communication skills
- Public speaking or educational experience preferred
- Must be able to represent the agency in a competent professional manner
- Must be able to provide information on domestic violence and sexual assault issues to clients
- Bilingual in Spanish and English preferred

Other Requirements

- Excellent organizational skills
- Willingness to work within the constraints of agency systems and procedures
- A self-motivated, independent, creative and resourceful individual who relates well to a variety of people
- A willingness to ask questions for clarification and job completion, and a willingness to take on other responsibilities as requested by the Deputy Director or Executive Director
- Provides appropriate and accurate information in a calm and professional manner
- Must be able to observe and evaluate various situations and share positive and productive options for clients and their children
- Must use non-violent, non-threatening, positive approaches with children and clients and maintain a calm and professional manner
- Must have a valid Oregon Drivers' license
- Ability to effectively operate office machines as required performing job duties
- Ability to effectively use Microsoft computer programs such as Word, Excel, and PowerPoint
- Ability and willingness to perform diverse projects and allocate time accordingly and work independently
- Familiarity with and ability to follow Client's Authorization to Release Information forms and abide by the Client Confidentiality Policy
- Must be able to make simple mathematical calculations



CHILDREN'S ADVOCACY CENTER

Child Trauma Therapist

The Children's Advocacy Center of Jackson County (CACJC) is committed to a culture of civility, respect, and inclusivity. We are an equal opportunity employer actively seeking to recruit and retain members of historically underrepresented groups and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

SUPERVISED BY: Therapy Director

BASIC FUNCTION:

Provide mental health clinical assessment, diagnosis, and treatment of children who have experienced abuse and support for their non-offending families. Participate in Children's Advocacy Center training and collaboration with other agencies in responding to child abuse reports.

REQUIREMENTS:

- Master's Degree in mental health related field and a professional license in social work, marriage and family therapy, or professional counselor. If not licensed, is receiving supervision toward licensure.
- Preferred to have at least five years' experience in a mental health setting dealing with individual, family, and group therapy for a range of child abuse and neglect issues, including domestic violence, physical and sexual abuse, and/or drug endangerment.
- Thorough knowledge of the principles and practices of mental health diagnosis, treatment planning, and effective treatment modalities.
- Completion of online Trauma Focused Cognitive Behavior Therapy 2.0 or ability to complete training within 30 days of hire date.
- Ability to cooperatively work with families, law enforcement, other agency personnel, and community partners.
- Bilingual preferred (English/Spanish).

RESPONSIBILITIES:

- Establish and maintain appropriate therapeutic relationships with child clients and their family members and caregivers.
- Provide mental health intake and assessments of CACJC clients.
- Develop treatment plans and provide individual, family, and/or group therapy to the clients of the CACJC.
- Fulfill all clinical record keeping requirements.
- Provide guidelines to other staff regarding appropriate communications with client families.
- Maintain high ethical standards regarding treatment and client confidentiality and adhere to policies and procedures relating to safeguarding client information.
- Maintain professional communication and case coordination with all social service agencies and community resources involved.
- Attend weekly Multidisciplinary Team (MDT) Review meetings, provide consultation on case staffing when appropriate, and provide consulting services for MDT members on individual cases as requested.
- Provide court testimony and expert witness testimony when requested.
- Attend meetings of community committees and work groups regarding child abuse prevention and treatment and help coordinate services to better serve victims and their families as requested by Therapy Director.

- Report to and consult with Therapy Director on a regular basis. Report to Therapy Director concerns related to agency services; appraise and interpret ongoing therapy program operations and needs; report issues to Therapy Director as they arise.
- Observe all agency policies and procedures.
- Participate in CACJC trainings and attend trainings/conferences as directed by the Therapy Director.
- Maintain cooperative relationships with all agencies providing advocacy for child abuse victims within Jackson County and the Region.
- Promote the CACJC program in a positive manner to clients, staff, volunteers, and the community.
- Maintain a positive professional image at all times.
- Encourage teamwork through cooperative interaction with clients, staff, volunteers, and Board members.
- Perform other duties as requested by Therapy Director or Executive Director.

COMMUNITY OUTREACH:

- Serve on community task forces and committees as assigned.
- Participate in community child abuse awareness and prevention activities as requested by Therapy Director.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I understand that there is an initial six-month probation period from hire date, with review by Executive Director and Personnel Committee at the end of six months.

I have reviewed and understand the above-described functions and conditions of employment with the CACJC.

This job description is not an employment contract. Oregon is an at-will employment state.

Signature

Date

Printed Name



CHILDREN'S ADVOCACY CENTER OF JACKSON COUNTY Community Engagement Director

The Children's Advocacy Center of Jackson County (CACJC) is committed to a culture of civility, respect, and inclusivity. We are an equal opportunity employer actively seeking to recruit and retain members of historically underrepresented groups and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

POSITION GOAL: To work with the Executive Director and Board members of the CACJC on a variety of tasks to ensure adequate funding for the agency, a positive image in the community, and ongoing resources for growth and development of services to clients and community members.

SUPERVISOR: Executive Director

QUALIFICATIONS:

- BA/BS or equivalent experience in a Development Position or in a related field.
- Proven ability to develop and successfully implement fund development plans.
- Proven ability to secure funds through a variety of channels, including donors, foundation and government grants, corporate sponsorships, and fundraising events.
- Ability to write complex grant proposals, create project budgets, and write reports on funded grants.
- Strong oral and written communication skills.
- Proficiency in the use of all relevant computer programs.
- Ability to work both individually and as a member of a team on all initiatives related to development.
- Proven ability to create and sustain positive relationships with staff, Board and Advisory Council members, volunteers, donors, and community members.
- Demonstrated ability to represent the agency in the community in a professional and positive manner.
- Proven skills in project management and financial oversight.

POSITION FUNCTIONS:

DEVELOPMENT AND FUNDRAISING

- Create and implement an annual fund development plan, working closely with the Executive Director and Development Committee of the Board of Directors, and evaluate the results annually.
- Lead or assist in all fundraising initiatives including fundraising events and donor campaigns.
- Research potential funding sources, including government grants, foundation grants, civic organization grants and donations, and corporate donations and sponsorships, and create an annual foundation proposal plan.
- Write grant proposals and reports to a variety of funding sources, ensuring to meet all deadlines, guidelines, and protocols.
- Create project budgets for grant proposals and assist in the creation of the annual agency budget.
- Assure that all grants and donations are tracked and that donors are thanked in a timely manner.
- Create and sustain ongoing positive relationships with existing and potential new donors and work with the Executive Director and Board members in donor cultivation and appreciation events.

BOARD INVOLVEMENT

- Attend all meeting of the Development Committee, Finance Committee and Board meetings as requested by the Board.
- When needed, serve as chair of the Development Committee and lead development initiatives of the committee.
- Work collaboratively with the Board of Directors and Executive Director on fundraising events and campaigns.
- Create monthly reports for the Board of Directors.

COMMUNITY RELATIONS

- Work with the Executive Director on public relations projects including the creation of written materials, media campaigns, and social media initiatives.
- Make public presentations as needed to funders and community members.
- Oversee fundraising initiatives of community businesses and individuals which are offered to benefit the agency.
- Train and supervise volunteers and pertinent staff members in development activities.
- Create and sustain positive relationships with the media, partner agencies, foundations, government agencies, and other community members.
- Manage website and social media contracts.

OTHER RESPONSIBILITIES

- Meet regularly with the Executive Director and handle other duties as prioritized by the Director.
- Supervise and manage the Protect Our Children program
- Supervise the Community Engagement Specialist.
- Observe all agency policies and procedures.
- Attend trainings and conferences as pre-approved by the Executive Director.
- Maintain cooperative and respectful relationships with other agencies which provide services to children and collaborate with the CACJC.
- Promote the CACJC in a positive manner to donors, clients, employees, volunteers and the community.
- Maintain a positive, professional image at all times.
- Encourage teamwork through cooperation.
- Provide project management and oversight to grant funded projects.
- All other tasks assigned.

I understand that this a 1.0 FTE position, based on 40 hours per week. Benefits allowed as per personnel policies are based on 1.0 FTE.

I understand that there is an initial six-month probation period from hire date, with review by Executive Director and Personnel Committee at the end of six months.

I have reviewed and understand the above-described functions and conditions of employment with the CACJC.

This job description is not an employment contract. Oregon is an at-will employment state.

Signature

Date

Printed Name

Position Announcement:
Executive Director



KIDS FIRST

a children's advocacy center



About Us

Kids FIRST is an accredited Children's Advocacy Center with a mission of providing intervention and advocacy for children who are victims of, or witnesses to, crime. Children are referred to us directly by our community partners including law enforcement, DHS Child Welfare and medical professionals. We provide a warm, child-focused setting where children can receive support, be forensically interviewed, receive a medical exam, and if necessary, testify, all under one roof, reducing the number of times a child has to talk about what happened to them.

We are not just a Children's Advocacy Center; we're a pillar of support for children and families impacted by abuse. Since 1994, we've provided comprehensive intervention and advocacy services. With an annual budget exceeding \$3 million and 25 staff, our dynamic team of professionals includes medical experts, advocates, and forensic interviewers and serves 600-700 families each year across Lane County. Recognized consistently as one of Oregon's Best 100 Nonprofits to Work For, we are committed to excellence in everything we do.

The Opportunity

We are seeking a **strategic and visionary leader** who is deeply passionate about child safety and well-being. You will join a team of committed professionals who have built a cohesive and supportive environment in which to do challenging and rewarding work.

Kids FIRST's new Executive Director should have a proven track record that shows the ability to manage and lead a complex, multidisciplinary nonprofit organization, with strong skills in leadership, strategic planning, fundraising, and financial management. Cultivating a positive work culture that values teamwork, diverse perspectives, and professional growth is critical to success in this role. You should be a person who thrives on being out in the community, building relationships and partnerships that advance our work, and raising awareness of the importance of our mission.

Kids FIRST has grown rapidly over the past five years, tripling our annual budget and expanding our staff and services. This is an exciting time to work closely with the board of directors and staff to develop our next five-year strategic plan and help determine our areas of future growth. Looking forward, our next ED also will play a lead role in ensuring that we have the systems and capacity to support service excellence. **If leading a dynamic organization that provides essential services to vulnerable children in a well-respected organization is the kind of challenge you are seeking, please consider applying.**

Salary

\$120,000 - \$140,000 annually DOE, plus excellent benefits

Status

Regular, full time, exempt position

Location

Eugene, Oregon
(in person)

The Ideal Candidate – Experience and Capacities

Kids FIRST is seeking an Executive Director with the following profile:

Mission-Driven Leadership. Passionately committed to the Kids FIRST mission. Ability to inspire and mobilize others around a unified vision and strategy. Strong emotional intelligence, compassion, humility, and humor. A leadership style of openness, transparency, and mutually supportive relationships, recognizing and appreciating the high-level skills of our professional staff.

Nonprofit and Organizational Management Experience. Ability to oversee all aspects of a complex nonprofit organization, including healthcare compliance (HIPAA), contractual obligations, and legal requirements, with the strategic mindset, financial/analytical and people management skills needed to guide positive change and growth. Regularly models and promotes open and respectful communication. Continually finds ways to integrate and expand Kids FIRST diversity, equity, and inclusion lens. Works closely with and reports to a dynamic and highly professional board of directors.

External Focus. A skilled communicator who is energized to be the public face of Kids FIRST, prepared to be a compelling spokesperson, and able to nurture and build relationships in the community. Kids FIRST is proud of the strong relationships with our stakeholder groups including the Multidisciplinary Team, law enforcement, Oregon Child Abuse Solutions, DHS Child Welfare, and medical professionals. Experience is needed to raise the visibility of Kids FIRST and the importance of the services that we and our partners provide.

Resource Development. Demonstrated ability to raise funds, working in collaboration with the Development Director, including annual giving, major gifts, foundations, and corporate giving. Creativity and initiative needed to develop new and/or grow promising sources of revenue to support organizational priorities and sustainable growth.

“Everyone has such grounding energy. Positive people bringing light to dark times.”

-- from a parent of a child who visited Kids FIRST for a child abuse assessment

To Apply

If this sounds like a position that is a fit for your skills, qualities, and hopes for a meaningful career, please submit the following by **Sunday, November 3, 2024**:

1. **A cover letter** that demonstrates how your experience and skills are a good fit for this position, and what about this opportunity resonates with you.
2. **A complete chronological resume.**
3. Also, please tell us **how you heard about this opportunity.**

Send your application **as a PDF** via email to: KidsFIRST@pagetwopartners.com. We will acknowledge receipt of your application, and all inquiries will be handled confidentially.

For the Executive Director job description, visit: kidsfirstcenter.net.

We are most interested in finding the right candidate, and we know that background and experiences can vary. If you feel your skills and experience meet the above and would add value to our organization, we encourage you to apply!



Job Title: Program Manager for Medical, Mental Health, and Prevention Initiatives

Reports to: Executive Director

Status: Full-time (1.0 FTE, Exempt)

Compensation: \$70,000 - \$85,000 DOE

Benefits: Employer-paid medical/dental/vision; PTO + holidays

Location: Virtual workplace (must live in Oregon)

MAKE A DIFFERENCE The vision of Oregon Child Abuse Solutions (OCAS) is that we envision a future where every Oregon child is safe, valued, and full of hope. ***We invite you to join us on this quest.*** OCAS partners with local communities and their experts to strengthen child abuse solutions for all children throughout Oregon. The Program Manager for Medical, Mental Health, and Prevention Initiatives is integral to our team, requiring demonstrated project management experience, exceptional communication skills, sound decision-making ability, and a commitment to customer-oriented relationship building. The individual in this position plays a central role in reinforcing and enhancing the statewide network of professionals involved in Oregon's child abuse response systems. Their focus is to steward best practices and advance professional excellence within the crucial domains of medical, mental health, and child abuse prevention. We are eager to welcome an agile and effective collaborator who shares our dedication to the safety and well-being of children.

ABOUT OCAS The mission of Oregon Child Abuse Solutions (OCAS) is to elevate Oregon's child abuse prevention and response by strengthening Children's Advocacy Centers, training first responders, and building public support to ensure children – in all Oregon communities – receive quality, timely, and healing-centered care. As an accredited chapter of the National Children's Alliance, OCAS has a presence in all 36 Oregon counties. We connect Children's Advocacy Centers and child abuse multidisciplinary teams with the most up-to-date trainings and best practices in the field of child abuse intervention and prevention, ensuring they are equipped to provide the highest quality care for children. With a keen ear to the ground, OCAS is uniquely positioned to make a statewide impact in service delivery, policy development, and public education. We aim to ensure compassionate and skilled intervention for children experiencing abuse, reduce the short- and long-term impacts of maltreatment, and prevent abuse from occurring in the first place. At OCAS, our work is powered by an incredible team of engaged, supportive, and dynamic professionals who are deeply committed to our mission. We foster a flexible, human-centered workplace culture that values collaboration, innovation, and the well-being of our staff while driving meaningful impact for children and families across Oregon.

POSITION REQUIREMENTS The Program Manager plays a pivotal role in coordinating and facilitating a portfolio of programs aligned with OCAS's strategic plan. This position focuses on maintaining and expanding key initiatives in medical, mental health, and child abuse prevention, fostering a collaborative environment that promotes continuous learning and supports statewide improvements in system outcomes. Successful candidates will have proven experience in program and project management, including planning, execution, and evaluation to ensure initiatives are delivered on time, within scope, and on budget, with measurable impact. While expertise in child abuse prevention or related fields is not required, the ability to effectively manage and coordinate efforts across these domains is essential. A strong commitment to protecting children and preventing abuse is a prerequisite for this role.

LEARN MORE at oregoncas.org and nationalchildrensalliance.org

PRIMARY RESPONSIBILITIES

- Project Management and Administration – 50%
- Facilitating and Maintaining Communities of Practice – 30%
- Program Monitoring and Evaluation – 10%
- Program and Curriculum Development – 5%
- Systems Advocacy and Statewide Initiatives – 5%
- All other duties as assigned

QUALIFICATIONS & ATTRIBUTES

- Bachelor's degree and relevant experience required.
- Proven success and skills in program and project management, preferably within a nonprofit organization.
- Proficient in relationship building, conflict resolution, and facilitating in-person and virtual meetings.
- Experience in planning, scheduling, and coordinating projects, committees, and events.
- Demonstrated ability to manage multiple projects and prioritize tasks effectively.
- Strong attention to detail with excellent oral and written communication skills.
- Anticipates and proactively mitigates roadblocks with a solutions-focused approach.
- Exhibits inquisitiveness and enthusiasm for continuous learning and growth.
- A team player who values authenticity and a positive, supportive work environment.
- Promotes a culture of respect, inclusion, and appreciation for diverse perspectives and values, fostering respect for differing beliefs.
- Self-motivated and thrives in a flexible, autonomous work environment.
- Effective time management and resource allocation skills.
- Proficiency in Microsoft Office and Google applications.

This is a regular, full-time, benefited, exempt position working Monday through Friday, with occasional weekends and evenings as needed. OCAS operates as a fully remote workplace, and team members must have a home office or suitable location that allows them to work effectively, participate in virtual meetings, and access the necessary infrastructure to fulfill their job responsibilities. Due to the nature of the organization's mission, residing in Oregon is required. Travel within Oregon is also required at least quarterly for meetings.

OCAS has an annual operating budget of nearly \$1 million. In addition to competitive salaries and a positive work environment, we invest in professional development opportunities for employees that are related to their job duties (when resources allow). Benefits include 100% employer-paid medical, dental, and vision insurance for employees, as well as 20 Paid Time Off (PTO) days per year for employees and a generous paid holiday schedule.

Oregon Child Abuse Solutions is an equal opportunity employer with an inclusive workplace, committed to having a staff and Board of Directors whose diverse backgrounds reflect the communities we serve. Candidates of all backgrounds, identities, and abilities are strongly encouraged to apply. Please feel free to reach out with any questions.

To apply please submit a cover letter and your current resume/CV to director@oregoncas.org. Applications will be accepted until December 20, 2024.

ADDITIONAL POSITION DETAILS

Position Overview: The role of the Program Manager within OCAS encompasses the comprehensive coordination and facilitation of a portfolio of programs intricately aligned with the organization's strategic plan. The primary directive of this position is to foster the maintenance and growth of key programs within the crucial domains of medical, mental health, and child abuse prevention.

Essential Job Functions: The Program Manager brings a robust skill set and proven success in project and program management, and facilitating professional development opportunities. This role is focused on creating a collaborative environment that encourages continuous learning and informs statewide initiatives aimed at improving system outcomes.

Key to this position is the ability to manage programs and projects effectively, ensuring they are completed on time, within scope, on budget, and with measurable impact. While subject matter expertise in child abuse medical, mental health, or prevention programs is not required, the ability to coordinate efforts and drive progress across these areas is critical.

The Program Manager will also oversee program monitoring and evaluation, using data-driven insights to assess the impact of initiatives and inform future strategies. Strong organizational skills, adaptability, and the ability to navigate complex systems will be essential for success in this position.

Effective communication skills are imperative in this role, as the Program Manager will engage with diverse stakeholders, from internal team members to external partners and collaborators. Building and maintaining professional relationships will be a core aspect of the position, ensuring effective collaboration and synergy in pursuit of OCAS's mission.

A fundamental requirement for this role is a genuine commitment to the mission of the protection of children and the prevention of child abuse. This position will be at the forefront of translating this commitment into tangible and impactful programs, thereby playing a vital role in shaping the narrative of OCAS's influence in safeguarding the well-being of children and preventing abuse.

Primary Responsibilities

Project Management and Administration – 50%

- Manage and optimize the use of learning management systems (Brightspace, Coalition Manager, Canva, OHSU CME Portal) to ensure effective coordination of trainings and resources.
- Organize and facilitate training sessions, ensuring all materials—both written and online—are prepared and accessible for participants, contributing to a smooth training experience.
- Compile and deliver detailed written reports that highlight program data, outcomes, and assist with grant writing and reporting for key program areas.
- Proactively seek professional development opportunities to enhance job effectiveness and stay current on industry trends.
- Provide support and coverage to OCAS team members on additional projects as needed.

Facilitating and Maintaining Communities of Practice – 30%

- Cultivate a strong sense of community among program participants, fostering a supportive and collaborative environment.
- Develop and implement strategies to engage participants, including organizing trainings (both live and virtual), events, and online forums.

- Facilitate regular meetings and discussions within communities of practice, encouraging knowledge sharing and collaboration.
- Collaborate with statewide experts to enhance partnerships and information sharing among CACs and key stakeholders.
- Serve as a liaison between program participants and OCAS, addressing concerns, collecting feedback, and ensuring a positive experience.

Program Monitoring and Evaluation – 10%

- Design and implement comprehensive program evaluation frameworks, including the development of key performance indicators (KPIs) and metrics.
- Regularly assess program effectiveness and impact through quantitative and qualitative methods, making data-driven recommendations for improvement.
- Collaborate with external evaluators, as needed, to conduct rigorous evaluations of program outcomes.
- Use evaluation findings to inform programmatic decisions and enhance overall program quality.

Program and Curriculum Development – 5%

- Collaborate with the internal OCAS team, CAC staff, and external partners to identify program needs, goals, and objectives aligned with OCAS' mission and strategic plan.
- Ensure programs are evidence-based and accessible to key CAC professionals.
- Stay abreast of industry trends, best practices, and emerging research to continually enhance program services and resources.
- Manage the implementation of new programs, providing guidance to CAC program staff and ensuring seamless execution.

Systems Advocacy and Statewide Initiatives – 5%

- Maintain relationships with statewide entities serving child abuse multidisciplinary team members as it relates to assigned projects.
- Contribute to presentations and information for stakeholders on major projects and outcomes related to the position's key program areas.
- Utilize data, qualitative and quantitative, to tell the story of CACs and children affected by child abuse in Oregon, and engage in issue-specific research as needed.
- Represent OCAS on statewide committees, task forces, and workgroups as appropriate.

All other duties as assigned

Physical Demands:

- The work requires continual mental and visual attention, either repetitive or varied, necessitating constant alertness and attention to detail.
- Ability to work with a webcam while standing or sitting.
- Ability to regularly lift up to 5 pounds and occasionally lift up to 20 pounds.

SAFE HARBORS JOB DESCRIPTION



POSITION: Advocate

OBJECTIVE: Direct Service

SCHEDULE: Tues -F Regular business hours, 36 hours a week plus some evenings and weekend on callshifts.

WAGE: \$19 - \$23/hr DOE & benefits package, generous PTO policy

Role Summary:

Advocates provide support and resources for survivors of domestic violence, sexual assault, and stalking through a variety of processes. This includes assisting victims of violent DV/SA/ST crimes in criminal cases, assisting clients seeking civil protection orders, helping to empower clients with self-advocacy, assisting clients with safety planning, emotional support (group & individual) and assisting with resource referral. This role will include 1 day a week of co-located services through ODHS local offices.

DUTIES

Responsibilities include but are not limited to:

DIRECT SERVICE:

1. Provide direct services to clients experiencing intimate partner violence, sexual assault, stalking and human trafficking survivors as needed: sheltering, food & clothing, crisis counseling, in-person crisis response, follow-up after crisis response, safety planning, transportation, emergency assistance, legal advocacy, mentoring, life skills education, and information and referrals.
2. Maintain emergency shelter in move-in ready condition. Assist in shelter resident case management. Lead client support groups
3. Answer office and hotline calls during regular business hours. Additional on-call hotline shifts are scheduled for one week/weekend per month.
4. Provide mobile advocacy to survivors working with partners throughout the community (medical or mental services, corrections, culturally specific services, schools, etc.) as requested.
5. Track data to provide statistical reports for grant compliance.
6. Assist in preparation of monthly and quarterly reports per grant requirements.
7. Continue to receive education and training as requested and required, including advanced legal skills, crisis intervention and sexual assault specific training.
8. Contribute to a successful team within the shared advocacy model and work from a team-based approach in conjunction with other advocates. Provide support and assist coworkers in response to fluctuations in workloads.
9. Network and advocate for survivors' needs with other community agencies.
- 10. Maintain confidentiality regarding clients, advocates, and staff information.**

ADMINISTRATIVE:

1. Keep accurate statistical records of services provided.
2. Provide assistance with grants and statistical reports, as required.

3. Develop and/or acquire resource materials.
4. Maintain office appearance and upkeep.

COMMUNITY RELATIONS:

1. Provide education to community members and partners as needed.
2. Model agency mission and philosophy.
3. Coordinate any public relations activities as needed.

VOLUNTEERS:

1. Supervise volunteers providing direct and support services.
2. Assist with volunteer recruitment, recognition and training in conjunction with the Volunteer Program Coordinator.

OTHER DUTIES:

1. Attend Safe Harbors staff and team meetings.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects or duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One to two years working in family or intimate partner violence, anti-oppression, child development or related social services experience and/or training; related bachelor's degree from four-year college or university; or **equivalent combination of education and experience.**

LANGUAGE SKILLS

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

REASONING ABILITY

Ability to solve complex problems, respond quickly in crisis and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in writing, orally, or by diagram.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear while communicating verbally with individuals in person or on the telephone. The

employee frequently is required to sit while doing peer counseling or taking hotline calls. The employee is occasionally required to stand; walk; use hands; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds of equipment and/or supplies. Specific vision abilities required by this job for driving and computer work include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, as exists in a typical business place with ringing phones, many people speaking at once, copiers, fax machines and printers.

WORKING CONDITIONS

Involves exposure to violence, often including graphic descriptions of heinous crimes against children and adults. The employee will work occasional weekends or holidays due to the on call and first responder nature of the position.

INTERPERSONAL

Ability to communicate professionally and effectively, act professionally and ethically at all times and maintain positive and productive working relationships with colleagues. Well organized, flexible, and able to function independently. Ability to maintain a non-judgmental attitude when working with others whose values and beliefs may be in contrast to the advocate's values and beliefs, maintain confidentiality, be able to function under stressful conditions, be able to work independently, consistently demonstrate effective listening skills and common sense. Tolerant of frequent interruptions. Must demonstrate a courteous, caring and understanding attitude towards clients, co-workers, visitors, other agencies' personnel, and volunteers.

PREREQUISITES

1. Ability and desire to work with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to organize program details.
4. Ability to work under stress and respond effectively to crisis situations.
5. Ability to demonstrate initiative and handle a diverse workload.
6. Good problem-solving skills.
7. Reliable, responsible, energetic.
8. Ability to practice and demonstrate good self-care to address job stress.
9. Proficiency on appropriate software and Internet.

REQUIRED FOR HIRE

1. Complete Oregon Core Advocate 40-hour training immediately upon hiring.
2. Pass criminal background check, other background checks as required.
3. Sign binding confidentiality agreement.
4. Valid Oregon Driver's License.

Safe Harbors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, (dis)ability or genetics. In addition to federal law requirements, Safe Harbors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

We are committed to building an authentic and inclusive workforce that represents the communities we serve. People with various work histories and lived experiences are encouraged to apply. If this sounds like work you feel compelled to do, too, we invite you to explore employment opportunities with us!

To apply for this position please email your resume, and cover letter that includes responses to the questions below. SEND TO CASSY GRIGGS AT director@wcsafeharbors.com TO APPLY.

Please include a cover letter that answers the following questions and send it with your resume.

1. What is your understanding or definition of domestic and sexual violence and stalking?
2. Do you think everyone has equal opportunities in life? Why or why not?
3. What is your understanding of how abuse impacts people? What do you think a world without violence looks like?
4. What are some strategies that you might use to prevent burnout in a role with so much exposure to trauma?
5. Is there anything else you want to share about why this position is a good fit for you?