



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

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?