

**Position Title: Community Advocate (Bilingual: English/Spanish)**

**Program: Community Advocacy**

**Reports to: Lead Community Advocate**

**Supervises: n/a**

**Status: Non-exempt, Full-time.**

**Scope of Duties:**

The Community Advocacy Program provides a wide range of services including assistance in obtaining a protective order, courtroom advocacy, safety planning, outreach, information and referral and short- term case management. The Community Advocate will be stationed at DVRC’s Hillsboro, Oregon location.

**Responsibilities**:

* Maintain an active knowledge of the protective orders for intimate partner violence
* Assist clients in filing paperwork for protective orders
* Notarize documents/petitions for clients
* Turn in completed protective order petitions to courthouse
* Attend petition review court hearing(s) for protective orders when appropriate
* Refer clients to other DVRC services and community resources
* Record, organize and submit monthly program statistics
* Review incoming police reports, assess risk, call listed victims in reports to offer and provide services and referrals
* Adhere to the programs and agencies policies and procedures
* Provide educational outreach regarding domestic violence and DVRC community advocacy when requested
* Maintain a positive relationship with court staff and outside partnering agencies
* Attend and participate in relevant community meetings and committees
* Assist clients in applying for the Address Confidentiality Program
* Provide relevant training for new staff and volunteers working in the Community Advocacy Program
* Other duties as assigned

**Qualifications:**

* Bilingual/Bi-literate: Fluent in English and Spanish required, bicultural preferred
* Experience working with the Latin@ community and has an understanding of Latin@ culture
* At least one year of experience in the field of domestic violence services
* Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
* Bachelor’s Degree (BS/BA) required or equivalent work experience
* Working knowledge of computers - Word, Excel, Power Point, email, internet
* Excellent organizational and time management skills
* Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence
* Ability to provide strong leadership in crisis situations.
* Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County
* Ability to communicate effectively with clients and colleague’s
* Experience working with hostile clients
* Ability to assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age, or disability
* Must complete the 40-Hour Victims’ Advocacy Training (required by State of Oregon) within a reasonable amount of time following the hire date.
* Ability to pass a background check