



POSITION DESCRIPTION

Position: Elder Abuse Coordinator
Status: Full time, 1.0 FTE
Pay: Beginning wage: \$36,000-\$45,000
Hours: Primarily weekdays, some evenings and weekends
Reports To: Program Director

About Clackamas Women's Services (CWS)

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for women and children escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our confidential emergency shelter, our rural outreach office and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

Position Purpose:

Work with project partners to facilitate a multidisciplinary collaborative community response to intervene in and prevent elder abuse (age 50+), including domestic violence, sexual assault, dating violence and stalking. Provide coordination of services, project events and in-depth training for various disciplines, including law enforcement, prosecutors, judges and victim service providers. Work with CWS staff and other partners to support the direct services to elder abuse survivors at A Safe Place Family Justice Center and throughout the Clackamas County community. This project is funded by the Office on Violence Against Women (OVW) Enhanced Training and Services to End Abuse in Later Life Program.

Key Responsibilities:

Grant Administration

- a. Serve as primary point of communication with project management staff of Office on Violence Against Women (OVW) & National Clearinghouse on Abuse in Later Life (NCALL)
- b. Ensure compliance with grant guidelines, special conditions, & other requirements
- c. Obtain OVW approvals as directed
- d. Compile data, evaluations and narratives for semi-annual progress reports

Project Coordination

- a. Lead the project's multi-disciplinary team in implementation of the Abuse in Later Life Project
- b. Work with team to ensure grant requirements are met, including: attending & hosting required OVW trainings and implementing the community assessment/strategic plan/service enhancement portion of the project.
- c. Serve as point of contact for the project for all partners
- d. Maintain ongoing communication between team members
- e. Define goals & provide guidance to the project team
- f. Facilitate and coordinate monthly meetings, trainings & events
- g. Facilitate community needs assessment and development of a strategic plan for outreach and service delivery
- h. Attend the Training of Trainers components of the project and facilitate coordination and delivery of training to law enforcement and social service partners
- i. Coordinate a half-day kickoff event for the project
- j. Ensure that MOU partners send designated personnel to the mandatory Law Enforcement Training of Trainers, the Advanced Law Enforcement Training, the Prosecutor's Institute and Judicial Institute
- k. Develop and disseminate any necessary outreach materials
- l. Attend monthly Clackamas County Vulnerable Adults Multi-Disciplinary Team meeting

Advocacy

- a. Provide support to elder survivors of domestic violence, sexual assault and stalking.
- b. Provide the following support to survivors:
 - i. Short-term, crisis intervention services
 - ii. Long-term, relationship based support
 - iii. Systems navigation
 - iv. Emotional support
 - v. Safety planning
 - vi. Assessment of participant needs, strengths and challenges
 - vii. Assist with individualized goal-setting
 - viii. Information and referral for community resources
 - ix. Domestic violence and sexual assault education
 - x. Provide accompaniment and transportation to participants in agency vehicle
- c. Disperse client aid funds in accordance with grant

- d. Lead and co-facilitate elder abuse support group grounded in an empowerment model for older individuals who are being abused by their partner, spouse, caregiver, adult child, or other trusted family or friend.

General Responsibilities:

- a. Represent the mission and values of CWS to program participants and community partners.
- b. Complete documentation of all services, including intakes, releases of information, demographics tracking and statistics within the CWS database for all participants on a minimum of a weekly basis.
- c. Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.
- d. Provide consultation and support for community partners through collaboration and information sharing regarding the dynamics of domestic violence and sexual assault and its impact on survivors.
- e. Work in conjunction with other staff to provide consistent services to participants.
- f. Participate in speaking engagements and educational trainings as requested.
- g. Attend CWS all staff meetings, regular team meetings and A Safe Place meetings.
- h. Meet regularly with the Deputy Director to plan and prioritize projects.
- i. Submit necessary monthly timesheets and mileage reimbursement forms. Manage daily schedule appropriately.

Minimum Qualifications:

- Have at least 2 years' experience working directly with victims of domestic/ sexual violence and elder abuse (including successful completion of an Oregon Department of Human Services approved 40 hour domestic violence training)
- Have a basic understanding of elder abuse & the unique needs of older victims of domestic violence.
- Demonstrated ability to work non-judgmentally with people of diverse backgrounds and life experiences.
- Commitment to ongoing professional development—utilizing OVW and NCALL for technical assistance and attending webinars/trainings on the topic whenever possible.
- Some travel required.
- Valid driver's license and reliable motorized vehicle.

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBT, older adults and people with disabilities are strongly encouraged to apply.

Please submit a resume and cover letter to hr@cwsor.org with the subject line of "Elder Abuse Coordinator".

Signature

Date

Signature

Date