



Position: Advocacy Center Advocate – Bilingual Spanish/English
Reports to: Advocacy Center Coordinator
Department: Programs and Services – Advocacy Center
Status: NON-EXEMPT - HOURLY
Schedule: **Monday – Friday, 40 hours per week**
Salary range: \$15-17/hour

Application Deadline: Open until filled

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

For 40 years Raphael House of Portland has helped domestic violence survivors and their families find safety, hope, and independence. Our Advocacy Center provides opportunities for both shelter residents and non-residential participants to maintain supportive relationships and access continued resources. Programming includes family activities and group events in addition to support groups, counseling, individualized follow-up services, and life skills workshops.

Position Summary: Under the supervision of the Advocacy Center Coordinator, this position supports domestic violence survivors who have recently exited our shelter in accessing Advocacy Center resources, and provides follow-up case-management to survivors as they transition out of shelter and for those already engaged with the Advocacy Center.

Essential Duties and Responsibilities:

- Outreach to current shelter and Advocacy Center participants to generate and sustain involvement in services and activities.
- Provide follow-up advocacy, systems navigation, and support to survivors as needed; focus on assisting survivors as they transition out of shelter.
- Complete Advocacy Center enrollment/registration and follow-up with a strengths/needs assessment, safety and service plan, and identify short- and long-term goals with participants.
- Provide limited case management and support to Advocacy Center participants based on individual needs through home visits and onsite appointments
- Support participant needs including information, referrals, community advocacy, emotional support, safety planning and assessment, WISP scholarship sponsorship, and support at community appointments and in court.
- Contribute to the facilitation of Advocacy Center events, and nurture a strong Advocacy Center community.
- Collaborate with the Youth Support Advocate and Youth Program team to address family and youth participant needs as necessary.



- Facilitate Open Hours, one weekly support group, and individual appointments.
- Maintain timely and accurate confidential records and data collection. Complete routine reports as assigned.
- Interface as needed with community partner agencies to provide co-advocacy, warm hand-offs, and supportive services.
- Provide English-to-Spanish and Spanish-to-English translation and interpretation as needed.
- Other duties as assigned.

Secondary Duties:

- Occasionally participate in activities outside typical work hours.
- Participate in staff and community meetings and events as appropriate.
- Meet with supervisor regularly.
- Other duties as assigned.

Supervisory Responsibilities: None

Qualifications:

- 40+ hours of domestic violence/sexual assault Basic Advocacy Training; to have been completed within the past five years, or able to go through training upon hire.
- Preferred: Two years of experience working with domestic violence survivors or equivalent.
- Bilingual in English/Spanish. Preferred bicultural.
- Strong computer skills, including Microsoft Office suite.
- Strong organizational and time management skills.
- Strong written and verbal communication skills.
- Possess a current valid Oregon driver's license.

Work Environment:

This position will work in a traditional, but fast-paced setting. Must be able to work under deadlines and under stress-inducing conditions. Must be able to lift 25 pounds and stand, sit, and walk throughout the building. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please email cover letter, resume, and completed employment application (found on the Raphael House website) to Teena Soto Smith at tsmith@raphaelhouse.com.

This position is open until filled. *No phone calls, please.*

Download our employment application form on our website at <http://raphaelhouse.com/about/job-openings/>.

Raphael House of Portland is an Equal Opportunity Employer

