

SAVING GRACE DESCRIPTION

POSITION: Bilingual Advocate
REPORTS TO: Assistant Executive Director
STATUS: 28-hour workweek; Non-exempt
OBJECTIVE: Direct Service and Outreach in Redmond
WAGE: Approx. \$16/hr. + Generous Benefit Package

DUTIES

Responsibilities include but are not limited to:

DIRECT SERVICE:

1. Provide direct services to clients, as needed: information and referrals, crisis counseling, support groups, transportation, emergency assistance, court advocacy, etc.
2. Participate with other staff on hotline and back up; answer office phones as needed.
3. Network and advocate for survivors' needs with other community agencies.
4. Provide direct services to Department of Human Services (DHS) clients while co-located at DHS one day per week in Redmond.

BILINGUAL (SPANISH) SERVICES:

1. Provide phone and in-person services to Spanish-speaking clientele.
2. Provide interpretation for clients with community partners and other agencies.
3. Translate documents and prepare outreach materials in Spanish as needed.
4. Assist Spanish-speaking survivors with immigration paperwork, including VAWA, T-Visa, and U-Visa.

HEALTH SERVICE COMMUNITY COLLABORATION:

1. Work with Deschutes County Health Services in Redmond's Becky Johnson Center to promote cross-referrals and collaboration with intimate partner violence survivors.
2. Educate Health Services and other healthcare practitioners in Redmond on intimate partner violence, referral processes and services offered by Saving Grace.
3. Provide direct services to healthcare-referred clients.

COMMUNITY RELATIONS & FUNDRAISING:

1. Coordinate activities for Teen Dating Violence, Domestic Violence, Stalking, and Sexual Assault Awareness Months.
2. Provide education and training on domestic violence and sexual assault through presentations to volunteers, professionals and community groups.
3. Model agency mission and philosophy; serve as liaison to community organizations and committees and task forces, service providers and general public.
4. Coordinate PR activities with Saving Grace's Development Director.
5. Assist in soliciting community donations.

ADMINISTRATION:

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.
5. Submit reports weekly on activities.
6. Schedule hours to provide regular, adequate coverage.
7. Coordinate activities with the Outreach advocate.

VOLUNTEERS:

1. Supervise volunteers providing direct and support services.
2. Develop new roles for volunteers in the community.
3. Assist with volunteer recruitment, recognition and training in conjunction with the Volunteer Program Coordinator.

OTHER DUTIES:

1. Attend Saving Grace staff and team meetings.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects 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 violence, child development or related social services experience and/or training; related Bachelor's degree (B. A.) from four-year college or university; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to fluently speak and read/write Spanish and English. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. 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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals for compiling statistical reports.

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 counsels 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 must occasionally work weekends and evenings.

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 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 Saving Grace 40-hour training.
2. Pass criminal background check, other background checks as required.
3. Sign binding confidentiality agreement.
4. Valid Oregon Drivers License and reliable, insured vehicle.

Please send, FAX, or email cover letter and resume by 11/10/2016 to:

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