



## Clackamas Women's Services Position Description

**Position :** Youth Advocate  
**Status :** Permanent, Exempt, Full Time  
**Hours :** Primarily weekdays and some weekend/evenings  
**Responsible To :** Children's Program Manager

**Candidates with bilingual/bicultural competencies provide an additional and essential value to our organization and we increase our starting wage accordingly for bilingual/bicultural staff.**

### 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:

The Youth Advocate will focus on providing individual, group and family services to youth survivors of domestic and sexual violence, dating violence, sexual assault or exploitation and youth exposed to domestic and sexual violence in our region. This position will be part of the Children's Program at CWS and stationed at the A Safe Place Family Justice Center with mobile capacities to meet with youth and families throughout the county at schools, social service agencies, medical/forensic settings, etc.

### Key Responsibilities:

1. Provide advocacy to youth in various areas of the county by offering the following support:
  - Short-term, crisis intervention services
  - Emotional support
  - Safety planning
  - Assessment of youth needs, strengths and challenges
  - Assist with individualized goal-setting
  - Information and referral for community resources

- Domestic violence and sexual assault education
  - Provide accompaniment and transportation in agency vehicle
2. Co-facilitate Children's Program groups (such as TREM for youth, Make Parenting a Pleasure and A Window Between Worlds)
  3. Provide assistance with the Camp HOPE and Pathways program, including but not limited to: staffing at camp and ongoing mentoring events, assisting with activity implementation and camper & family engagement.
  4. Serve as back-up for CWS childcare - supervise and care for children & youth, ages 0-12
  5. Have working knowledge of age appropriate toys & activities and be able to create engaging environment for children & youth
  6. Provide assistance to Children's Program Manager in implementing child-focused initiatives.
  7. Work with the Children & Youth Team (CYT) to provide feedback and consultation across CWS programs to support children and youth services that focus on resiliency and strengths
  8. Maintains working knowledge of best practices, evidence based and promising practices

#### **General Responsibilities:**

- Represent the mission and values of CWS to program participants and community partners.
- 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.
- Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.
- Attend and participate in regular group consultation and staff meetings. Participate in all staff meetings
- Ensure appropriate case records including participant interactions, case plans and services are provided. Ensure complete documentation of all services including intakes, confidentiality statements, and statistics within the client database for all clients occurs on a minimum of weekly basis.
- Assist with monthly, quarterly and annual statistical and narrative reports as assigned by the Children's Program Manager.
- Maintain working relationships with community service providers.
- Acts as liaison and problem-solver with other community service providers as needed.
- Lead efforts toward the development of additional collaborative partnerships to increase resources available to CWS participants.
- Ensure that all communication with community partners is aligned with CWS values.
- Serve as CWS representative and participate in community task/work groups as appropriate.
- Engage in public speaking engagements on behalf of CWS.

#### **QUALIFICATIONS:**

- ◆ Bi-lingual/bi-cultural persons preferred
- ◆ Minimum 2 years direct service work with youth
- ◆ Demonstrated ability to effectively communicate understanding of domestic & sexual violence, and their effects on survivors, children, youth, and society.
- ◆ Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods
- ◆ Computer proficiency in Windows environment including: word processing and spreadsheets; (client databases preferred)
- ◆ Valid driver's license, reliable motorized vehicle required and automobile insurance
- ◆ Solid relationships with Clackamas County social service delivery agencies preferred.

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](mailto:hr@cwsor.org) with the subject line of "Youth Advocate".

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Signature

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Date

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Signature

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Date