



Coordinated Entry Program Coordinator

- Job status:** Full time, temporary limited duration
- Job site:** Portland, Oregon office, with statewide travel
- Reports to:** Executive Director
- Compensation:** Hourly with full benefits, eligible for overtime

About OCADSV:

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a statewide nonprofit organization comprised of 51 member programs. We are a feminist organization and offer technical assistance, systems advocacy, and training to our member programs and community partners.

Project description:

To build OCADSV's capacity to support community-based anti-violence organizations in providing coordinated access to affordable housing in Oregon. To build the capacity of the Rural Oregon Continuum of Care (ROCC) to implement HUD best practices for responding to survivors of domestic and sexual violence (D/SV) into the existing ROCC Coordinated Entry structure. This will include working with community-based and tribal nation advocacy programs to develop intentional and innovative response strategies to each unique area and community in the ROCC to ensure a systematic and effective ROCC response to persons experiencing D/SV.

Duties & responsibilities:

- Develop an outreach plan to facilitate access to those in historically marginalized communities.
- Provide ongoing technical assistance and training to D/SV programs on Coordinated Entry and access to affordable housing.
- Provide ongoing technical assistance and training to ROCC using a trauma-informed lens on D/SV best practices, including: service provision, safety planning, and confidentiality.

- Develop written materials related to Coordinated Entry as it relates to the effects on and needs of survivors of domestic violence, dating violence, sexual violence and stalking.
- Produce written content for OCADSV website, digest, newsletter, and other publications.
- Convene stakeholders, local programs, and ROCC members to cultivate investment in Coordinated Entry.
- Participate in ROCC monthly conference calls and other meetings as requested.
- Conduct site visits for each of Oregon's 28 rural counties.
- Provide in-person and remote assistance to programs regarding the implementation of coordinated entry and program sustainability.
- Perform other duties as assigned by the supervisor. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem-solving, conflict resolution, and ethical communication throughout OCADSV.

Required knowledge, experience, and skills:

- 3-5 years' experience working with community- or tribal-based anti-violence advocacy programs in Oregon.
- 1-2 years' experience working with HUD housing programs.
- Experience working within Oregon's historically marginalized communities.
- Strong group facilitation, curriculum, and training development experience.
- Exemplary planning and time management skills.
- Ability to multitask and prioritize daily workload.
- Strong verbal and written communications skills.
- Personal discretion and ability to maintain confidentiality.

Preferred knowledge, experience, and skills:

- Experience working in the social justice/social change field.
- Experience working in rural Oregon communities.
- Experience with Osnum os-soft/WS/ClinicND or similar database system.

Compensation:

\$38,000 - \$42,000 determined by experience. Compensation is based on a 40-hour work week. Generous benefits package includes full medical, dental, vision, retirement, life, Health Reimbursement Account (HRA), Flexible Spending Account (FSA), and personal time off.

To apply:

Submit a resume and cover letter to: trisha@ocadsv.org.

This position is open until filled; please submit materials by June 17th, 2019 for first-round consideration.

People of color and people from historically marginalized communities are strongly encouraged to apply.

The Oregon Coalition Against Domestic and Sexual Violence is an equal opportunity, affirmative action employer committed to workforce diversity.