

To apply for this position, please go to the NWFS [web site](#).

## **Program Manager – Latina Domestic Violence Shelter**

Salary range: \$5,750 - \$6,083/mos.

### **The Position**

Provide oversight of the agency's domestic violence programming, including Casa Esperanza, the only culturally and linguistically specific domestic violence shelter in Oregon for Latina women and their families. Services include shelter (Casa Esperanza, motel, diversion) and community engagement and outreach.

### **Job Duties**

- Provide program management for government (state, county, federal) domestic violence program grants. This includes but is not limited to adherence to budgets, program evaluation, and report submission.
- Supervise staff members. This includes but is not limited to hiring, onboarding, training, performance management, discipline, and terminations.
- Oversee implementation of trauma-informed, culturally specific, best practice DV staff training, services, outreach, and education.
- Regularly provides case staffing.
- Participate in the shelter's regular weekend on-call rotation, being available at least one weekend a month to assist with shelter emergencies.
- Assists as shelter manager for sick, vacation, and vacancies.
- Approve and track all purchase requests, including housing, for domestic violence programs, ensuring urgent checks and items delivered to the main office are picked up and distributed in a timely manner.
- Support the expansion and improvement of the culturally specific DV services.
- Maintains partnership with community partners and domestic and sexual violence organization.
- Provides advocacy for the need for culturally specific DV services.

### **Education / Experience**

- Bachelor's degree in social service field.
- At least 2 years of experience supervising multiple employees.
- Experience working in a trauma-informed environment.
- Experience working domestic violence victims and survivors.

### **Skills and Abilities**

- Able to build and maintain rapport with children, youth, and adults from diverse backgrounds and personalities especially those who have experienced trauma.
- Bilingual and bicultural in English/Spanish is required.

- Must have excellent English written and verbal communication skills.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to meet consistent attendance.
- Ability to interact with colleagues, supervisors and customers face to face, online and on the phone.
- Able to maintain confidentiality.
- If using personal vehicle on company business, must have a valid driver's license and meet minimum automobile insurance requirements.
- Skill to use a personal computer and various software packages

### **Diversity Statement**

Northwest Family Services, through our mission, practices and the services we offer, are committed to the belief that all people deserve dignity and respect. As we serve our communities, we will continue to work together to listen, to learn, and to act to overcome historic values and structures that have led to discrimination and inequities.

We are committed to creating a culture of belonging, where all staff are valued and given opportunity to grow and succeed equitably. We do not discriminate on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, primary language, ethnic background or socioeconomic status. NWFS pursues policies, strategies, and programs which promote diversity, inclusion, and equity in our daily work. We seek staff who share our vision and commitment to our communities.

### **Supplemental Information**

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment.