



Volunteers of America Oregon – Home Free is seeking an Assistant Director to join us in our initiatives to promote safer, more equitable communities while empowering and supporting survivors of domestic and sexual violence.

Home Free has been providing advocacy, resources, and support services to survivors of domestic and sexual violence in the Portland area for over 50 years. Gender-inclusive and culturally responsive services offered by Home Free include crisis support, safety planning, housing, and advocacy in legal, healthcare, and community settings. Members of our team mobilize compassion, skillfulness, creativity, and resources to empower over 10,000 survivors annually to weave together options to open life-changing pathways towards safety and self-determination.

The Home Free Assistant Program Director works closely with the Program Director and Operations Coordinator to ensure seamless operation of programming and proper stewardship of Home Free funding across all programs. The Assistant Director is responsible for internal coordination and oversight, as well as acting as a community representative of Home Free in external community meetings and formal and informal community partnerships. This position will supervise the Program Supervisors, providing direction to Supervisors and teams to meet the goals and objectives of the Home Free program. The Assistant Program Director is a key position in supporting the mission of Home Free both internally and externally.

Compensation: \$64,480 - \$85,966.40, a 1.5% bilingual differential is added to posted salary range if bilingual, (Depends on Experience and/or Certifications). This is a full-time position with excellent benefits! Benefits package includes medical, dental and vision insurance, life insurance, short and long-term disability insurance, 403(b) with automatic 5.5% contribution after 18-months regardless of employee participation, flexible spending account, employee assistance program, and other voluntary benefits and discounts. A generous paid time off plan includes 15 days in the first year, 23 days in the second year, and 26 days in the third year, in addition to 10 paid holidays and 3 paid personal holidays per year.

Education, Training and Experience:

- Bachelor's degree in social work, women's/gender studies or a related field preferred. Associate degree and one year of related experience OR high School

diploma/GED and two years of relevant experience or lived experience of domestic and/or sexual violence may be substituted in lieu of 4-year degree.

- Prior supervisory experience, financial management experience, and community partner collaboration is highly preferred.
- This position requires knowledge, or willingness to learn, in following areas: housing advocacy, legal advocacy, youth advocacy, crisis intervention, economic empowerment, healthcare, networking and building community partnerships, and provision of supportive services.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Program Director OR expectation that training will be completed within first six months of employment (provided internally).
- Prior completion of Assertive Engagement (AE) training, OR expectation that training will be completed after employment (provided internally).
- Lived experience as a survivor of domestic violence, sexual violence, or sex trafficking preferred.
- Proficiency in more than one language is preferred, though not required.

Competencies:

- Knowledge of evidence-based practices in serving survivors of domestic and sexual violence, including but not limited to knowledge of current research findings and methodologies in the field, trauma-informed care principles, risk assessment and safety planning techniques, providing culturally sensitive and inclusive services, and crisis intervention strategies.
- Knowledge of and ability to follow case file standards and data management in a Violence Against Women Act (VAWA)-compliant environment.
- Knowledge of community resources available for survivors of domestic and sexual violence including understanding the range of services, support networks, and facilities designed to aid individuals experiencing domestic violence.
- Knowledge of dynamics of domestic and sexual violence, trauma, and systemic factors contributing to their prevalence.
- Skilled in crisis intervention techniques, including but not limited to de-escalation strategies, active listening, conflict resolution, trauma-informed care, suicide prevention, risk assessment, and collaboration with interdisciplinary teams to provide comprehensive support and intervention for individuals experiencing crises.

- Skilled in networking with community organizations and agencies, including the ability to leverage these networks to facilitate resource-sharing, coordinate outreach efforts, and advocate for community and survivor needs.
- Skilled in utilizing Microsoft Office Suite (Word, Outlook, Excel) for documentation and reporting purposes.
- Skilled in facilitating collaboration among diverse stakeholders, fostering constructive dialogue, managing conflicting interests, employing cultural competence to navigate differences in perspectives and backgrounds, recognizing and addressing power dynamics, and promoting inclusivity to maximize collective contributions towards common goals.
- Skilled with and ability to work with people of diverse backgrounds, cultures, and perspectives, including the ability to understand and respect difference and fostering an inclusive environment where all voices are valued and heard.
- Skilled in utilization of interpersonal skills, including the ability to adopt interpersonal skills to work across business units.
- Ability to exercise independent judgment to solve complex problems.
- Ability to manage multiple priorities effectively within defined and undefined deadlines.
- Ability to engage in advocacy for survivors of domestic and sexual violence by utilizing de-escalation strategies, active listening, conflict resolution, trauma-informed care, suicide prevention, risk assessment, and collaboration with interdisciplinary teams to provide comprehensive support and intervention for individuals experiencing crises.
- Ability to utilize equitable and trauma-informed practices when interacting with survivors and colleagues.
- Ability to continuously learn and adapt to evolving understandings of domestic and sexual violence and social injustices. Ability to maintain strict confidentiality.
- Ability to align work with organizational mission and values.
- Ability to be flexible and responsive to changing priorities.
- Ability to act as a mentor and a coach to supervisor or manager level, including direct and indirect reports.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals.
- Ability to periodically participate in meetings and events outside of core business hours both in person and remotely through electronic communication mediums.

Additional Eligibility Requirements:

- Ability to pass a background check, including finger printing and local and national registry checks upon hire, and every 5 years.
- Current driver's license and/or ability to move throughout Portland area to fulfill job duties.
- Bicultural and/or those with lived experience of domestic and/or sexual violence, preferred, but not required.

Duties and Responsibilities:

- Provide assistance and direct support to the Home Free Program Director, as requested and assigned.
- Work closely with the Program Director and the Operations Coordinator to ensure programmatic and operational needs are being met.
- Responsible for meeting all objectives stipulated by the contract(s) funding across Home Free programs.
- Ensure provision of culturally responsive services, and anti-racist practices across programming.
- Deep understanding of trauma informed care and trauma stewardship as it related to survivors in programming, survivors on staff, and employee care and retention.
- Provide weekly supervision to program supervisors and some direct services advocates, many of whom have lived experience as survivors of domestic and sexual violence.
- Support Home Free staff in navigating a variety of crisis situations pertaining to survivors of domestic and sexual violence, and support with the overall organizational wellness of staff working with survivors.
- Provide hiring and onboarding support (reviewing applicants, attending interviews, ensuring best practices in hiring and onboarding).
- Ensure oversight of budgeted expenses (client/rent assistance, mileage, training, supplies, etc.). Regular monitoring of the expense trackers.
- Provide assistance to the Program Director and the Operations Coordinator, in various financial program operations, including thorough review and timely submission of payment requests, as well as closely monitoring internal financial metrics, and other financial matters that affect the operations of the Home Free program.
- Facilitation of internal meetings (Program Managers, Case Consultations, All Staff, Operations Meetings, etc.)

- Ensure maintenance of records of service provision, compile necessary statistics, and prepare reports as required by Home Free and funders.
- Assist the Program Director with all reporting requirements as required by funders.
- Conduct quarterly internal case file reviews and ensure all required paperwork is kept up to date.
- Develop and maintain positive relationships with community groups, social service agencies, and other community partners.
- Attendance at key community meetings as assigned by the Program Director.
- Demonstrate leadership of behalf of Home Free in all community and partner settings.
- Ensure survivor feedback surveys and other forms of survivor feedback are conducted on a regular basis. Review survey's to assist Home Free in making tangible improvements to programming based on survivor feedback.
- Conduct periodic site visits to off-site programs (Court, Schools, Healthcare Clinics, etc.).
- Ensure employment role manuals are accurate and up to date.
- Provide oversight on important deadlines and reminders, as well as key policies and procedures, to the entire Home Free team.
- Receive ongoing education around the dynamics of working with survivors of domestic and sexual violence, including sex trafficking.

Other Responsibilities:

- Perform other duties as assigned by supervisor.
- Attend trainings as required.
- Other duties as assigned.

Supervisory Responsibility: Position is responsible for supervising a combination of supervisory staff between 4-8 employees.

Work Environment:

- **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 consistently required to sit most of day, stand, walk, use hands and fingers to

handle or feel objects and keyboard, reach with hands and arms, balance, stoop, kneel, talk or hear.

- The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

- **Environmental Conditions:**

- Frequently travels locally.
- Must be prepared to handle client crises and/or emergencies.

Schedule: This is a full-time salaried position; 40 hrs. per week; Monday through Friday from 8 a.m. to 5 p.m. Extended hours may be necessary as needed.

To apply: Submit your resume and cover letter to the job posting in Paycom, found here: <https://www.voar.org/about-us/careers/>