



POSITION DESCRIPTION

Position: Co-Located Advocate (DHS Child Welfare and Self-Sufficiency)

Program: Community Based Program

Status: Permanent, non-exempt employee, full time (40 hrs/week)

Pay: \$25.50-28.75, benefits available first of the month following date of hire

Hours: Primarily weekdays

Responsible to: Community Based Program Manager

Location: On-Site

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

Note to Candidates:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women's Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

About Clackamas Women's Services (CWS)

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for survivors 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 emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, 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.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring and celebrating survivors, and engaging in work toward equity and social change through community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining a community where everyone can thrive.

Benefits of working at CWS:

Clackamas Women's Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits for employee and dependent child(ren).
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (28.5 days in first year based on accrual).

- 10 days of Holiday pay of your choosing
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 5%.
- Anniversary bonus, \$25/year of service.
- \$100 monthly travel stipend
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted one of the 100 Best Nonprofits to Work for in Oregon!
- Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term supports, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

Position Purpose:

This position is responsible for providing crisis intervention, case management, advocacy, and support services to survivors of domestic violence, sexual assault, and stalking referred by Department of Human Services (DHS) Self-Sufficiency and Child Welfare programs. This staff member also provides consultation and support for DHS staff regarding the dynamics of domestic violence and sexual assault and its impact on survivors. One Co-Located Advocate is based at North Clackamas and one Co-Located Advocate is based at Oregon City.

Key Responsibilities:

1. Provide support to survivors of domestic violence, sexual assault, and stalking, including:
 - Short-term, crisis intervention services
 - Emotional support
 - Safety planning
 - Assessment of participant needs, strengths, and challenges
 - Assistance with individualized goal setting
 - Assistance with or referrals for Temporary Restraining Orders
 - Information and referral for community resources
 - Parenting referrals for education and support
 - Provide domestic violence and sexual assault information
 - Provide accompaniment and transportation in agency vehicle
2. Assist survivors in accessing, understanding, and navigating services with DHS Child Welfare and Self-Sufficiency programs.
3. Provide support to families referred by Child Welfare, including accompanying Child Welfare workers conducting child safety assessments on home visits, attending family decision meetings, providing court accompaniment, and attending other meetings relevant to their case.
4. Provide consultation and support for DHS staff regarding the dynamics of domestic violence, sexual assault, and stalking and the impact of these experiences on survivors.
5. Provide in-person advocacy and accompaniment during forensic exams for domestic violence and sexual assault survivors at Clackamas County emergency departments.
6. Contribute to a successful team within the shared advocacy model and work from a team-based approach in conjunction with other advocates. Provide support and assist coworkers in response to fluctuations in workloads.

7. Provide expertise on DHS systems to other staff within CWS.
8. Work to establish effective, positive, and ongoing relationships with community partners.
9. Other duties as assigned.

General Responsibilities:

1. Represent the mission and values of CWS to program participants and community partners.
2. Complete documentation of all services, including intakes, releases of information, demographics tracking statistics within the CWS database for all participants on a minimum of a weekly basis.
3. Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.
4. Work in conjunction with other staff to provide consistent services to participants.
5. Participate in speaking engagements, trainings, and group facilitation as needed.
6. Attend CWS meetings, including all staff meetings and regular team meetings. In addition, regularly attend the A Safe Place and DHS meetings appropriate for the position.
7. Meet regularly with the Community Based Program Manager to plan and prioritize projects.
8. Submit necessary monthly timesheets and mileage reimbursement forms. Manage daily schedule appropriately.
9. Other duties as assigned.

QUALIFICATIONS:

- ◆ Bi-lingual (Spanish/English) and bi-culturally competent preferred.
- ◆ CWS is committed to building a culturally diverse organization and strongly encourages applications from candidates of color.
- ◆ Experience supporting survivors of domestic violence, stalking, and/or sexual assault. Case management or advocacy-based experience preferred.
- ◆ Demonstrated understanding of domestic and sexual violence and its effects on survivors, their children and society.
- ◆ Understanding of child abuse issues.
- ◆ Demonstrated understanding of systems of oppression, ability to work effectively and non-judgmentally with individuals from diverse backgrounds and understanding of culturally responsive service delivery.
- ◆ Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).
- ◆ Reliable transportation required; position includes use of personal vehicle to complete some tasks.
- ◆ Must be able to travel throughout Clackamas County and the Greater Portland Area.
- ◆ The person in this position frequently remains in a stationary position and periodically: ascends/descends stairs; moves items (up to 50 lbs.) from one place to another, regularly moves throughout CWS worksites to access files and meet with staff and participants.

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults and people with disabilities are strongly encouraged to apply.

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

Please submit a resume and cover to hr@cwsor.org with the subject line of “DHS Co-Located Advocate”

Employee Signature _____
Date

Program Manager/Director _____
Title Date

**As noted in CWS Personnel Policies: any job may be reclassified at any time.*