



Position:	Shelter Youth Advocate
Status:	Permanent, non-exempt employee, full time (40 hours/wk)
Starting pay:	\$26.50 - \$28.75 / DOE benefits available first of the month following date of hire
Hours:	Regular schedule; Primarily weekdays; some evenings and weekends
Responsible to:	Shelter Program Manager/ Youth Services 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 support, 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

Responsible for providing services and support to children and teens within the CWS shelter and housing programs. Provides supervision and oversight of children's and teen rooms at The Village shelter and regular on-site and field trip activities to engage and support youth. Provides support to parents in the shelter/housing around child development, parenting strategies, discipline and trauma response.

Key Responsibilities

1. Provide daily supervision and upkeep of children's and teen rooms at The Village shelter.
2. Provide scheduled childcare support for children during on-site support groups.
3. Provide regular activities to engage youth at The Village shelter.
4. Provide weekly family activities at The Village shelter to engage parents with their children and support parent/child relationships.
5. Coordinate and lead field trip activities for youth and/or families at shelter.
6. Facilitate enrollment in local schools and provide support to parents and youth in transitioning to new school, arranging transportation, etc.

7. Support parents in providing for children's birthdays, holidays, etc.
8. Lead Parenting Groups for parents in CWS services.
9. Provide parent consultation, education and support regarding domestic violence, parenting skills, developmentally appropriate practices and violence-free discipline techniques.
10. Work with parents and children to strengthen their relationship by raising awareness and understanding and facilitating communication.
11. Work with parents to develop greater awareness of their own emotional states in relation to trauma and parenting.
12. Support participants through reports of child abuse and neglect when necessary.
13. Provide one-on-one, group and/or family advocacy to children and parents in the CWS shelter and through transition into housing programs. Provide longer term advocacy and case management as appropriate.
14. Conduct home visits to support parents in understanding the impacts of domestic violence on children and to promote quality caregiving and other skills intended to help children heal.
15. Establish and maintain positive networking and referral relationships with existing child-parent and social service providers in Clackamas County and the surrounding area.
16. Work with CWS development staff to cultivate and maintain resources for children in CWS programs through collaborative community partnerships.
17. Provide support, mentorship, and supervision to childcare staff or volunteers.
18. Other duties as assigned.

General Responsibilities

19. Work in conjunction with other staff to provide consistent services to participants.
20. Provide general shelter support and occasional coverage, including intakes, ensuring safety of shelter and residents.
21. Provide general crisis line support and occasional coverage, including safety planning, information and referral, phone screens.
22. Assist participants and staff with daily cleaning and upkeep of the shelter facility and assist with annual shelter closure.
23. Provide occasional transportation to participants.

24. Represent the mission, value and philosophy of CWS to program participants, employees and to the public.
25. Represent and reflect the values of the Village Model through direct communication with co-workers and participants. Model values of collaboration, equity and inclusion in decision making and daily work.
26. Participate in speaking engagements and educational trainings as requested.
27. Maintain appropriate client confidentiality.
28. Maintain appropriate case records including participant interactions, case plans and services provided. Complete documentation of all services, including intakes, confidentiality statements, and statistics, within ALICE database for all participants on a minimum weekly basis.
29. Attend regular team meetings, CWS All-Staff meetings, annual retreats and other community meetings as requested.
30. Submit regular monthly timesheets, mileage reimbursement forms, etc.
31. Meet regularly with supervisor to plan and prioritize projects.
32. Manage daily schedule appropriately.
33. Other duties as assigned.

Minimum Qualifications

- Bi-lingual/bi-cultural persons preferred.
- Willingness to complete the 40-hour confidential advocate training.
- Demonstrated understanding of domestic violence, sexual assault, child abuse and child development
- 2+ years direct experience working with children and parents in social service settings.
- Knowledge of developmentally appropriate practices with children and positive parenting techniques
- Proven group facilitation skills
- Experience mentoring interns and volunteers.
- Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods.
- Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).
- Computer proficiency in Windows environment including word processing and spreadsheets; (client databases preferred)

- Valid driver’s license and 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: moves throughout CWS worksites. The person will also periodically move supplies and other items (up to 50 lbs.) from one place to another, ascend/descend stairs, participate in community events, and may work in all types of weather.

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 “CWS Shelter Youth Advocate”

Employee Signature

Date

Program Manager/Director

Title

Date

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