



CLACKAMAS WOMEN'S SERVICES POSITION DESCRIPTION

Position	:	Youth Services Relief Staff
Status	:	5-10 hours/week (varies depending on program need)
Hours	:	On-call; mostly evening, some daytime shifts
Pay	:	\$25.00 - \$28.25/hr., No benefits
Responsible To:		Youth Services Manager

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.

Position Purpose:

The Youth Services Relief Staff position focuses on providing supervision and care to children and youth accessing services through CWS. The position will be responsible for creating a safe space for youth survivors of domestic violence, dating violence and sexual assault or exploitation and children and youth exposed to domestic and/or sexual violence. The position will provide services to a full age range of children and youth (infant—teenager) and be responsible for working with them simultaneously.

Key Responsibilities:

1. Supervise and care for children and youth, ages 0-17;
2. Provide support to onsite Childcare Volunteers;
3. Support varying needs of youth on wide age spectrum (infant—teenager) including but not limited to: management of behaviors, transitional times and parent access for age-specific needs.
4. Have working knowledge of age-appropriate toys/activities and be able to create engaging environment for youth to access while in care
5. Ensure safety within childcare and youth spaces including but not limited to: organization of toys and supplies, disposal of broken equipment, and parent access when needed.
6. Provide information to parents relating to childcare expectations and guidelines.
7. Assist with prep for corresponding adult groups, such as Make Parenting A Pleasure or DV Support Group.
8. Co-facilitate youth specific groups such as A Window Between Worlds, an art-based group for youth impacted by trauma.
9. Inform Youth Services Manager of program needs (such as food options or supplies)
10. Other duties as assigned.

General Responsibilities:

- Represent the mission and values of CWS to program participants and community partners.
- Ensure appropriate record keeping including written documentation of each childcare or youth group session including but not limited to: attendance, dietary needs and incident reports.
- Ensure complete documentation of all services, including intakes, confidentiality statements, and statistics. Send updated information to the Youth Services Manager following each shift.
- Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.
- Work in conjunction with other staff to provide consistent services to participants.
- Maintain working relationships with community service providers.
- Acts as liaison and problem-solve with parents and group facilitators, as needed.
- Ensure that all communication with community partners is aligned with CWS values.
- Submit necessary monthly timesheets and mileage reimbursement forms.
- Manage daily schedule appropriately.
- Other duties as assigned.

QUALIFICATIONS:

- ◆ Bilingual/bicultural persons preferred.
- ◆ Ability to pass background check.
- ◆ Willingness to complete 40-hr confidential advocate training.
- ◆ Minimum 1 year experience working with children & youth.
- ◆ Demonstrated ability to effectively communicate understanding of domestic & sexual violence, and their effects youth survivors, parenting and society.
- ◆ 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.).
- ◆ The person will periodically move supplies and other items (up to 50 lbs.) from one place to another, participates in youth program tasks and events, including occasional field work; 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 letter to hr@cwsor.org with the subject line of “Youth Services Relief Position”.

Signature

Date

Signature

Date