



- Position Title:** Domestic Violence Recovery Mentor – **Bilingual Spanish/English**
- Reports To:** Community-Based Programs Manager
- Department:** Programs and Services
- Status:** NON-EXEMPT – HOURLY
- Schedule:** 40 hours per week, including some evenings and weekends; hours to be completed on-site at Raphael House’s confidential location and in the community.
- Salary Range:** \$25.00 - \$26.40 per hour, depending on experience (above \$25.56 per hour reserved for those who exceed Qualification criteria for position); wage includes an additional \$.50 per hour offered for bilingual English/Spanish skills, which are required for this position. *Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid monthly.*
- Benefits:** Raphael House offers a full range of benefits including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; and extensive professional development opportunities.



Position Summary:

Under the supervision of the Community-Based Programs Manager and based at Raphael House of Portland, this position will work as a liaison between domestic violence services and substance abuse recovery services for survivors accessing assistance through the local domestic violence continuum of care. This role will provide peer support, systems navigation, and referrals to assist survivors in the different stages of their individual recovery process.

As this position is a peer support role, the Domestic Violence Recovery Mentor (DVRM) must be at least two years in recovery from drugs and/or alcohol and have personal experience as a survivor of domestic violence.

Application Deadline: Open until filled.

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. There is also no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

About Raphael House:

For 46 years, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 1,800 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

You'll love working with us because:

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon 7 times! In 2023 and 2021 we



placed in the top 15th amongst medium-sized agencies. We were also named among Oregon's 100 Best Green Workplaces in 2024, 2021, and 2019.

- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and each employee has an annual training stipend.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, a meditation and gentle movement group for staff (paid time), and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

Essential responsibilities:

- Engage domestic violence survivors and support them through the appropriate stage of their recovery. Provide assistance, guidance, and resources, as requested.
- Outreach through the local domestic violence continuum of care to connect with survivors seeking recovery support.
- Safety plan with survivors regarding their physical, emotional, and recovery-related safety.
- Provide English-to-Spanish and Spanish-to-English translation and interpretation as needed.
- Collaborate and liaise with community partners, treatment providers, peer-based programs, and other domestic violence agencies in the region.
- Maintain a flexible and mobile schedule which accommodates survivors' needs and availability.



- Attend meetings, appointments, and events with survivors as identified in their recovery plan and provide transportation following Raphael House's health & safety protocols.
- Refer to outpatient and/or inpatient treatment as needed, and provide continued support to survivors, as appropriate.
- Provide monthly and as needed consultation for local domestic violence advocates.
- Maintain confidential records and provide aggregate data for reporting.
- Participate in Raphael House meetings and DVRM program meetings, and in appropriate community partner meetings and events.
- Work closely and collaboratively with fellow DVRM team members.
- Identify system gaps, build networks, and bring improved access for survivors to a greater array of recovery supports through collaboration and cross-education.
- Be open to co-facilitate support groups for DVRM participants.
- Meet with supervisor regularly.
- Other duties as assigned.

Supervisory responsibilities: N/A

What we ask of all candidates:

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!
- An existing understanding of – and/or a desire to learn more about – the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Ability to maintain the confidentiality of our location and survivors.



- Interest in working with, supporting, and advocating for adults and children who are survivors of domestic violence and have experienced trauma.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Flexible and able to prioritize multiple tasks and deadlines.
- Ability to work independently and collaboratively with others, including with team members, staff, volunteers, and community partners.
- Ability to use mature judgement in decision-making or conflict resolution with adults and children and in dealing with uncomfortable situations and conversations.
- Ability to maintain a calm and positive demeanor under stress and in our community living environment.
- Legal authorization to work in the United States.

Qualifications:

- In recovery from substance abuse and able to demonstrate continuous sobriety under non-residential, independent living conditions for at least the past two years.
- Self-identify as a survivor of domestic violence and comfortable sharing about that experience as appropriate in a peer mentor role.
- Ability to fluently read, write, speak, and understand Spanish and English. *Pay range includes an additional \$.50 per hour offered for bilingual English-Spanish skills, which are required for this role.*
- Certified Recovery Mentor (CRM) OR willing to attend required training within the first six months of employment. *Training-related expenses will be paid by Raphael House.*
- Bachelor's degree in social work, public health, education, or related field OR equivalent work experience, lived experience, or education.
- Familiarity with local domestic violence programs, community recovery resources (AA, NA, etc.), and treatment programs preferred.
- Proficient with Microsoft Office Suite (specifically Word, Excel, and Outlook) and ability to learn new technology as needed.



- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first month of employment (provided internally).
- Prior completion of [Assertive Engagement and PBIS](#) (Positive Behavioral Interventions and Supports) training, OR expectation that training will be completed after employment (provided internally).
- Driver's license/ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Occasionally available on evenings and weekends.
- Ability to lift up to 40 pounds consistently and be active with young children.

Work Environment:

This position will work in a fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions, and while wearing a face covering whenever in community spaces or around others when necessary. Must be able to lift at least 40 pounds and be active with young children, operate a vehicle as needed, and move throughout our building, partner agency locations, and other sites. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, and completed Raphael House employment application form (found on our website at the link below) to Shaykeishya Hardin, Community-Based Programs Manager, at Shardin@raphaelhouse.com or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **The position is open until filled.** *No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5128.*

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If



any of the three application materials are missing or incomplete, your submission will not be considered.

COVID-19 Safety:

We are taking every precaution to protect the health of our staff and survivors in our programs, utilizing the most up-to-date recommendations.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

