



Job Title: DHS Co-Located Bilingual Advocate

Status: Full Time, Regular Non-Exempt

Hours per week: 37.5

Supervisor: Program Manager

Pay: \$21.50 /hourly + benefits

FUNCTION: This individual provides advocate services, educational information, program development and program facilitation for individuals and families that have experienced domestic violence and sexual assault in Yamhill County. Specifically, this position provides part time direct advocacy services at Yamhill County Department of Human Services.

RELATIONSHIPS:

1. Reports to the Program Manager.
2. Often works independently as an advocate in Advocacy Center and DHS.
3. Will interact and cooperate with other advocate employees and volunteers of the agency.
4. Primary contacts outside the agency are social service agencies, state agencies, community organizations throughout the county, new clients and their family members, established clients, local court personnel, law enforcement, and medical personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- *1. Provide primary advocacy and resource referrals to women, men and children who are identified victims of domestic violence, sexual assault/abuse and stalking including; court advocacy, crisis counseling, safety planning, case management, transportation of agency clients to appointments, assists with restraining orders, and accompany clients to court and medical facilities.
- *2. Must be able to utilize guidelines as well as knowledge and judgment when determining eligibility for agency services. Brings clients into the shelter and performs the intake process.
- *3. Must be able to observe and recognize child abuse/neglect issues and report to the Manager.
- *4. Be able to effectively communicate needs between Henderson House and Department of Human Services on behalf of victims and personnel.
- *5. Gathers, assembles, and analyzes information and data from a wide variety of sources. Types and works within agency document formatting standards for general correspondences, reports, agendas, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, punctuation and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.



- *6. Provides referral to crisis counseling, provides safety planning, case management, transportation of agency clients to appointments.
- *7. Will perform support group facilitation and provide volunteer training sessions as needed.
- *8. Answers crisis line, complete crisis phone screen and determines eligibility for shelter or other agency services. Willingness to receive phone calls at home.
- *9. As a staff member performs the shared responsibilities of attending meetings, providing back-up support, receiving internal and external training, offering and receiving supportive feedback, is the liaison between staff/volunteers and clients, shares information related to community resources, housing, and employment for clients, and helps to maintain a clean and orderly shelter and office space.
- *10. Must be able to be on call weeknights, weekends, and holidays on a rotating basis with other employees.
- *11. Schedules own appointments and meetings.
- *12. Determines workload priorities based on agency needs.
- *13. Must not pose a risk to self or others.
- *14. Maintains acceptable dependability level.
- *15. Demonstrates appropriate conduct.

QUALIFICATIONS:

1. Demonstrated ability to work within the constraints of agency systems and procedures.
2. Education/Work Experience:
 - Bachelor's Degree in social service or other related field. Equivalent experience in lieu of education may be considered.
 - Must have a comprehensive understanding of domestic and sexual violence, oppression, and related issues.
 - Familiarity with social service agencies, other agencies, and community organizations in Oregon.
 - Previous experience providing advocacy or case management services.
3. Communications/Language:
 - Excellent organizational skills.
 - Excellent written and oral communication skills.
 - Public speaking or educational experience necessary. Must be able to represent the agency in a competent professional manner. Must be able to provide information on domestic violence and sexual assault issues to clients.
 - Bilingual in Spanish and English.



4. Minimum Requirements:

- Willingness to work within the constraints of agency systems and procedures.
 - A self-motivated, independent, creative and resourceful individual who relates well to a variety of people. A willingness to ask questions for clarification and job completion, and a willingness to take on other responsibilities as requested by the Director.
 - Provides appropriate and accurate information in a calm and professional manner.
 - Must be able to observe, evaluate and determine various situations and suggest positive and productive options for clients and their children.
 - Must use non-violent, non-threatening positive approaches with children and clients and maintain a calm and professional manner.
4. Possess a valid Oregon Drivers' license, have a licensed/registered vehicle and has current vehicle insurance to transport clients.
5. Demonstrated ability to effectively operate department office machines as required performing job duties. Must have accurate keyboard skills and proofreading skills.
6. Ability to effectively use Microsoft computer programs, such as Word, Excel, Access, PowerPoint, and Publisher.
7. Ability and willingness to perform diverse projects and allocate time accordingly and work independently
8. Familiarity with and ability to follow Client's Authorization to Release Information forms and abide by the Client Confidentiality Policy.
9. Must be able to make simple mathematical calculations.

Please email resumes to abrooks@hendersonhouse.org, nperez@hendersonhouse.org or fax to 503-434-9276. No calls please.

This Agency reserves the right to assign hours of work based on workload requirements.

NOTE: THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES TO BE PERFORMED BY THIS PERSON. AT ALL TIMES PEOPLE WILL BE REQUIRED TO FOLLOW ANY INSTRUCTIONS AND TO PERFORM ANY OTHER DUTIES WITHIN THIS OR A LOWER JOB LEVEL UPON THE REQUEST OF THE SUPERVISOR. SOMETIMES PEOPLE MAY ALSO BE REQUIRED TO PERFORM HIGHER LEVEL DUTIES.

Employee / Date

Supervisor / Date

WORKING CONDITIONS:

What environmental conditions are present when performing essential functions of the job? **BOLD ALL** that apply. Use lines below to add any not listed.

- A. **None: Worker is not substantially exposed to adverse environmental conditions, such as in typical office or administrative work.**
- B. Worker is subject to inside environmental conditions: Protection from weather, but not necessarily from temperature changes.
- C. Worker is subject to outside environmental conditions: No protection from weather.
- D. The worker is subject to both environmental conditions: Activities occur inside/outside.
- E. Worker is subject to noise: Sufficient noise to cause worker to shout in order to be heard above the ambient noise level.
- F. Worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- G. Worker is subject to hazards: Variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, to high heat or exposure to chemicals.
- H. Worker is subject to atmospheric conditions. One or more conditions exist that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases.
- I. The worker is subject to oils: Air and/or skin exposure to oils and cutting fluids.
- J. Worker is required to wear a respirator.
- K. _____
