



DHS Co-Located Bilingual Advocate

The Henderson House DHS Co-Located Bilingual Advocate provides advocacy 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 (DHS) in addition to part-time direct advocacy services at the Henderson House Advocacy Center.

Please email resumes to nperez@hendersonhouse.org.

Status:	Full Time, Regular Non-Exempt
Hours per week:	37.5
Supervisor:	Program Manager & Executive Director
Pay:	\$23.11 /hourly + benefits

RELATIONSHIPS

- Reports to the Program Manager & Executive Director.
- Often works independently as an advocate, at the Henderson House Advocacy Center and Yamhill County Department of Human Services.
- Will interact and work cooperatively with other employees and volunteers of the agency.
- 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.

RESPONSIBILITIES

- Providing primary advocacy and resource referrals to women, men and children who are identified victims of domestic violence, sexual assault/abuse, or stalking.
- Providing resource referrals, crisis counseling, safety planning, case management, transportation of agency clients to appointments. assisting with restraining orders, and accompanying clients to court and medical facilities.
- Utilizing guidelines, knowledge, and judgment when determining eligibility for agency services.
- Bringing clients into the shelter and performing the intake process.
- Observing and recognizing child abuse/neglect issues and reporting to the Program Manager.
- Effectively communicating needs between Henderson House and Yamhill County DHS on behalf of victims and personnel.
- Gathering, analyzing, and formatting data from a variety of sources.
- Typing and composing emails and reports utilizing proper spelling, grammar, punctuation and layout. Responsible for accuracy and clarity of final copy.
- Facilitating support groups and volunteer training sessions as needed.
- Attending meetings, providing back-up support to other advocates, receiving internal and external training.



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- Answering the 24-hour crisis line and serving “on call” on weeknights, weekends, and holidays on a rotating basis with other employees.
- Ability to work independently, scheduling appointments and meetings, determining their workload priorities based on agency needs.
- Must not pose a risk to self or others, demonstrates appropriate conduct, and maintains acceptable dependability level.

QUALIFICATIONS

Education/Work Experience

- Bachelor’s Degree in social service or another related field preferred. 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.
- Demonstrated ability to work within the constraints of agency systems and procedures.

Communications/Language

- 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.

Other Requirements

- Excellent organizational skills.
- 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.
- Must have a valid Oregon Drivers’ license, have a licensed/registered vehicle and has current vehicle insurance to transport clients.
- Demonstrated ability to effectively operate department office machines as required performing job duties.
- Ability to effectively use Microsoft computer programs, such as Word, Excel, Access, PowerPoint, and Publisher.



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- Ability and willingness to perform diverse projects and allocate time accordingly and work independently
- Familiarity with and ability to follow Client’s Authorization to Release Information forms and abide by the Client Confidentiality Policy.
- Must be able to make simple mathematical calculations.

Henderson House reserves the right to assign hours of work based on workload requirements.

PHYSICAL REQUIREMENTS

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Check one box for each type of activity REQUIRED to perform essential job functions.)

- 0 (NOT AT ALL) = zero times per day
- 1 (OCCASIONAL) = <4 lifts/hr.; <32/shift
- 2 (FREQUENT) = <25 lifts/hr.; <200/shift
- 3 (CONSTANT) = >25 lifts/hr.; >200/shifts

	0	1	2	3
BEND		X		
SQUAT		X		
CLIMB			X	
TWIST			X	
WALK ON ROUGH GROUND		X		
REACH ABOVE SHOULDERS		X		
WORK AT HEIGHTS	X			
HANDS: REPETITIVE FINE MANIPULATION				X
ARMS: REPETITIVE GRASPING	X			
ARMS: REPETITIVE PUSH-PULL		X		

CARRY		0	1	2	3
10	POUNDS		X		
11-25	POUNDS		X		
26-50	POUNDS		X		

LIFT FROM FLOOR		0	1	2	3
10	POUNDS		X		
11-25	POUNDS		X		
26-50	POUNDS		X		

ENDURANCE

Consider how much of each alone is normally required at a time during one work shift (does not have to add up to total shift hours):

HOURS	1	2	3	4	5	6	7	8	9	10
SIT					X					
WALK	X									
STAND		X								

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. _____