



Prevention & Outreach Program Manager

The Henderson House Prevention & Outreach Program Manager designs and implements outreach and prevention programming, as well as remote advocacy service delivery in Yamhill County. Specifically, this position provides part-time direct advocacy services across Yamhill County as well as part-time prevention program design, management, and implementation.

Please email resumes to abrooks@hendersonhouse.org by Friday, November 8th, 2024.

Status:	Full Time, Regular Non-Exempt
Hours per week:	37.5
Supervisor:	Deputy Director & Executive Director
Pay:	\$28/hourly + benefits

RELATIONSHIPS

- Reports to the agency's Deputy Director and Executive Director.
- Often works independently as an advocate in-office and across Yamhill County.
- Will interact and work cooperatively with other employees and volunteers of the agency.
- Primary contacts outside the agency are social service agencies, state agencies, schools across Yamhill County, community organizations throughout the county, new clients and their family members, established clients, local court personnel, law enforcement, and medical personnel.

RESPONSIBILITIES

- Designing and implementing the Henderson House Prevention Program, including facilitating weekly "One Circle" groups at the McMinnville, Newberg, Yamhill Carlton, & Sheridan High Schools.
- Managing job-related grant contract duties, including: data gathering/tracking, narrative composition, completing reports, and attending all cohort meetings.
- Effectively communicating with partner agencies and schools to improve and expand the Henderson House Outreach & Prevention Program.
- 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 Deputy Director.
- 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.

Other Requirements

- Excellent written and oral communication skills.
- Public speaking or educational experience preferred. 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.
- 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 Deputy Director and Executive 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 and be insurable as a driver under agency’s policy.
- 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.
- Ability and willingness to perform diverse projects and allocate time accordingly and work independently
- Ability to abide by the Client Confidentiality Policy.