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## Bilingual HRSN-SA Advocate

The Henderson House Bilingual HRSN-SA Advocate provides advocacy services to sexual and/or domestic violence, stalking, and trafficking survivors. This role will support access to Health-Related Social Needs benefits and provide confidential hospital response advocacy to survivors and their families in Yamhill County, Oregon.

Please email resumes to [fschuler@hendersonhouse.org](mailto:fschuler@hendersonhouse.org). First review of applicants will begin on 9/25/25 at noon. Applications will be accepted until the position is filled.

**Status: Full Time-Regular Non-Exempt**

**Hours per week: 40**

**Supervisor: Executive Director & Deputy Director**

**Pay: \$26.00/hourly starting wage (DOE) + benefits**

### RELATIONSHIPS

- Reports to the Executive Director & Deputy Director.
- Must be able to offer empathetic, empowering, and equitable support to survivors of sexual and/or domestic violence, stalking, and trafficking.
- 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 survivors of sexual and/or domestic violence, stalking, and trafficking.
- Access to the Health-Related Social Needs/HRSN benefit for OHP members.
- Providing confidential hospital response advocacy for sexual assault, strangulation, and high lethality forensic exams.
- Complete intake, finance requests, file management, and required documentation through the Unite Us portal for HRSN clients.
- Providing confidential advocacy, 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.
- Timely and accurate data tracking in agency database Empower.



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- Facilitating Spanish volunteer trainings as needed.
- Attending meetings, providing back-up support to other advocates, receiving internal and external training.
- Answering the 24-hour crisis line and serving “on call” on weeknights, weekends, and holidays on a rotating schedule with other employees.
- Ability to work independently, scheduling appointments and meetings, determining their workload priorities based on agency needs.

### QUALIFICATIONS

#### Education/Work Experience

- Bachelor’s degree in social service or related field preferred. Equivalent experience in lieu of education also encouraged.
- 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, case management, or customer service.
- 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 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.
- **Bilingual in Spanish and English required.**

#### 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 Deputy Director or Executive Director
- Provides appropriate and accurate information in a calm and professional manner
- Must have a valid Oregon Drivers’ license
- Ability to effectively operate department office machines as required performing job duties



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- Ability to effectively use Microsoft computer programs, such as Word, Excel, and PowerPoint
- 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