



Job Description
SA Advocate

The Henderson House Sexual Assault Advocate provides domestic violence and sexual assault advocacy services, crisis intervention, support group facilitation, and resource referrals to women, men, and children in Yamhill County, Oregon.

Please email resumes to fschuler@hendersonhouse.org by February 6th at noon for first review of candidates. Position is open until it is filled.

Status: Full Time, Regular Non-Exempt

Hours per week: 40

Supervisor: Executive Director & Deputy Director

Pay: \$26.00 (\$27.00 for bilingual Spanish Speaking advocacy)/hourly + benefits

We are seeking a Confidential Sexual Assault Advocate to join our dynamic team supporting survivors. Work alongside a team of Advocates who are committed to ending domestic and sexual violence while increasing safety and access to the survivors we serve. Position operates out of Advocacy Center and is available and responsive to hospital based confidential advocacy during a Sexual Assault Forensic Exam or other forensic exam. Facilitates a weekly evening Sexual Assault Support Group for survivors, using empowerment, processing trauma related to sexual assault, and learning as core objectives of the group. Position typically holds a case load of 5-10 survivors for ongoing case management, housing placement, court and systems advocacy.

- Reports to the Executive Director & Deputy Director
- Often works independently as an advocate, at the Henderson House Advocacy Center
- 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

- Offering confidential advocacy to survivors during Sexual Assault and Strangulation forensic exams.
- Providing advocacy and resource referrals to women, men, and children who are identified victims of domestic violence, sexual assault/abuse, trafficking or stalking
- Providing resource referrals, crisis intervention, safety planning, case management, transportation of clients to appointments, assisting with completing protection order filings, and accompanying clients to court and medical facilities
- Utilizing guidelines, knowledge, and judgment when determining eligibility for agency services
- Developing and facilitating sexual violence support groups, community education presentations, and rape prevention activities
- Providing age-appropriate activities for children in shelter, support groups, or other locations to help survivors and their children stabilize from their crisis situation and cope with issues related to sexual violence
- Providing parents, employees, students, and volunteers with sexual violence related materials and information as well as trainings and presentations as needed



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- Building partnerships and collaborating with hospitals, schools, campuses, and law enforcement to offer presentations, trainings, resources and educational materials related sexual violence
- Bringing clients into the shelter and performing the intake process as needed
- Gathering, analyzing, and formatting data from a variety of sources, typing and composing emails and reports utilizing proper spelling, grammar, punctuation and layout
- 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 advocates. Stipend for weekend on call hours and overtime pay for hours worked.
- 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

- Must have a comprehensive understanding of domestic and sexual violence, stalking, sex trafficking, oppression, and related issues. With an ongoing commitment to learning in these areas and trauma informed care
- Bachelor's degree in social service or related field preferred. Equivalent experience in lieu of education may be considered
- 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 preferred

Other Requirements

- Uphold confidentiality requirements of confidential victim service provider.
- 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



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- Must be able to observe and evaluate various situations and share 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
- Ability to effectively operate office machines as required performing job duties
- 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