



The Henderson House Shelter Advocate provides domestic and sexual violence survivor 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. First review of candidates will begin on August 3rd, 2026. Applications will be accepted until the position is filled.

Status:	Full Time, Regular Non-Exempt
Hours per week:	40 hours and monthly on-call responsibilities
Supervisor:	Executive Director & Deputy Director
Pay:	\$25.00/hourly + benefits

RELATIONSHIPS

- Reports to the Executive Director & Deputy Director
- Often works independently as an Advocate at our confidential emergency shelter for survivors of domestic violence, sexual assault, and stalking
- 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

- Advocacy and resource referrals to all survivors who are identify victims of domestic violence, sexual assault/abuse, trafficking or stalking in shelter, on our 24/7 crisis line, or at our Advocacy Center
- Providing resource referrals, crisis counseling, safety planning, case management, transportation of clients to appointments, assisting with completing protection order filings, and accompanying clients to court and medical facilities
- Ability to maintain confidentiality in accordance with Advocate Privilege ORS 40.264 Rule 507-1 at all times
- Comprehension and completion of releases of information for all communication outside of Henderson House Staff to ensure the safety and confidentiality of survivors in shelter
- Utilizing guidelines, knowledge, and judgment when determining eligibility for agency services
- Bringing clients into the shelter and performing the intake process
- Serving as Primary Confidential Advocate for the five families residing in shelter
- Managing Shelter resources, ensuring that necessary items are available for Shelter clients, and coordinating with service providers to maintain Shelter operations
- Addressing and reducing safety concerns at the shelter
- Communicating all safety concerns or maintenance needs the Executive Director & Deputy Director immediately.
- Timely data reporting and collection for the purposes of reporting and grant funding.
- Typing and composing emails and reports utilizing proper spelling, grammar, punctuation, and layout. Responsible for accuracy and clarity of final copy
- Attending meetings, providing 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
- 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 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, 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 applicants highly encouraged to apply

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 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 and be able to pass our screening for agency motor vehicle insurance
- 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