



Domestic Violence Advocate

WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.

Position Title: Domestic Violence Advocate

Reports To: Executive Director

Job Shift: Day; starting at full-time 1.0 FTE (40 hours a week)

Location: 21440 SE Stark St., Gresham, OR 97030

Job Category: Non-profit; social services

Wage: Range- \$24.00-\$29.00 hr

General Function:

Work one-on-one with survivors of domestic violence, sexual assault, commercial sexual exploitation, and other sexual abuse. The DV Advocate is responsible for handling a caseload of a diverse population of women to provide crisis intervention, safety planning, outreach, education, and facilitation of support groups for survivors. The DV Advocate works collaboratively with Peer Mentors and our Housing Specialist within WomenFirst, as well as a collection of other agencies and organizations partnering with WomenFirst to achieve similar goals and ensure an appropriate response to the survivors' needs.

General Duties:

- Work in partnership with staff and other agencies to provide support, advocacy, referral, and case management services to domestic violence and sexual assault survivors.
- Conduct domestic violence and sexual assault based community outreach and education.
- Work with survivors to create, implement, monitor, and update individual safety plans for both them and, if applicable, their children.
- Assist survivors in emergency situations to obtain shelter, financial assistance, and other basic needs.
- Recruit participants and work with program staff to facilitate support group sessions.
- Assist survivors in navigating multiple systems to obtain legal assistance, financial assistance, and more.
- Assist participants in interfacing with legal services providers.
- Assist survivors with accessing other services like job training, counseling, medical services, etc. in collaboration with the WomenFirst staff.
- Network with other organizations and agencies to give survivors more access to community

WOMENFIRST

TRANSITION AND REFERRAL CENTER

resources.

- Work one-on-one with survivors to identify and address barriers to success, such as prior incarceration, financial struggles, or a lack of employment history.
- Remain up to date on local, state, and federal regulations and statistics that pertain to survivors of domestic violence, sexual assault, and abuse.
- Maintain accurate files, encounter notes, progress notes, and data entry.
- Submit reports in a timely and accurate manner in accordance with reporting requirements.
- Attend monthly and weekly meetings as assigned.
- Take and submit notes from training, meetings, and conferences as assigned.
- Refer participants as needed to organizations and agencies that can assist with fulfilling their needs, including:
 - Providers of emergency DV shelter
 - Providers of housing and housing resources
 - Providers of advocacy, counseling, and support services for victims of sexual assault.
 - Providers of mental health and trauma recovery counseling services
 - Providers of crime victim counseling and support services
 - Providers of parental training and respite childcare services
 - Providers of emergency and community-based social services for families.
 - Providers of addiction services, including counseling, treatment, and recovery services.
 - Providers and organizations that, in the Executive Directors professional judgment, are necessary to effectively meet the needs of the client.

Qualifications:

- Proven experience as a Domestic Violence Advocate or related job field.
- Bachelor's degree in human services, social work, or a related field, OR work experience equivalent.
- Completion of a minimum of 40 hours of training in domestic violence and sexual assault, as well as continuing education as required within 6 months of hire
- Experience working in highly diverse and culturally-specific environments, specifically with African American women.
- Demonstrated ability to navigate emotionally complex situations.
- Demonstrated organizational and outreach skills.
- Ability to communicate clearly and effectively, both orally and in writing.
- Comprehensive understanding of Microsoft Suite (Word, Excel, PowerPoint) and its Google Suite counterparts.
- Availability on some weekends and evenings required.
- Vaccination against COVID-19 in accordance with state and federal regulations.
- Complete the I Love Me Women Empowerment Groups and Skills for Life 90 days of hire

WomenFirst is an Equal Opportunity Employer.