



## **JOB DESCRIPTION**

**Position Title:** Community Advocate, Department of Human Services Co-Located  
**Program:** Community Advocacy **Grade:** 4  
**Location:** Washington County DHS (Self-Sufficiency/CPS) offices **ED Signature:** \_\_\_\_\_  
**Reports to:** Community Advocacy Director  
**Status:** Full-time, Non-exempt **Date:** \_\_\_\_\_

The mission of the Domestic Violence Resource Center of Washington County is to educate, support, and empower survivors and their children who are affected by intimate partner violence by offering counseling, advocacy, shelter services, and community outreach.

### **Scope of Duties:**

The Community Advocacy Program provides a wide range of services including assistance in obtaining a protective order, courtroom advocacy, safety planning, outreach, information and referral and short-term case management. The DHS Co-Located DV Advocate will be stationed at DHS offices in Washington County offering services to survivors of domestic violence visiting DHS. The DHS Co-Located DV Advocate will also offer support and education about domestic violence to DHS personnel.

### **Support for DHS Self Sufficiency and Child Welfare Personnel**

- Provide training to DHS staff on DV issues
- Increase staff awareness on DV issues
- Consult with DHS clients on DV specific issues

### **Support for Domestic Violence Survivors**

- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Provide connection to services for survivors who are not aware of resources and who are reluctant to seek out those resources.
- Provide knowledge in order to increase safety for children.
- Conduct risk assessment and provide detailed safety planning to increase chances of seeking and using DV services.
- Foster decreased anxiety about DHS involvement and increase understanding of the DHS process.
- Increase awareness for the survivor on the impact domestic violence has on their children.
- Maintain boundaries with victims and be able to maintain client confidentiality.
- Understand the barriers to leaving abusive relationships and the batterers' use of power and control tactics.
- Follow all agency policies and VAWA and HIPPA compliant-policies related to sharing client information with law enforcement, DHS, courts or other agencies with whom the client is actively involved.
- Develop a case management plan for each eligible client, provide short-term crisis intervention for clients who voluntarily wish to participate in services which include but are not limited to: accessing emergency shelter, assistance with restraining orders and stalking orders, provide active listening, peer support, access mental health services, long-term housing and provide follow up services in a timely manner.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Complete monthly statistics, case notes, updating client files, reports and other DVRC DHS Co-Located Advocate program administrative tasks.
- Attend advocacy meetings as scheduled.
- Other duties as assigned.

**Qualifications:**

- Supportive of the Domestic Violence Resource Center’s mission.
- Must pass a criminal background check.
- Must complete the 40-hour Victims’ Advocacy Training, as required by the State of Oregon, within 30 days of employment, or as soon as reasonable.
- Adhere to DVRC policies and procedures.
- May be asked to represent DVRC at public events, meetings, services, clubs, etc.
- Bi-lingual – English/Spanish desirable.
- Minimum of two year post high school education or relevant work experience.
- Ability to consistently and effectively model appropriate behavior skills and boundaries with clients and DHS staff.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County.
- Experience working with people in crisis situations (previous work or experienced with victims of abuse is preferred).
- Ability to communicate effectively with co-workers, volunteers, staff and clients.
- Basic computer skills.

**Physical Requirements:**

- Manual Dexterity-Regularly
- Ability to sit and/or stand for long periods of time-Constantly
- Ability to bend, stoop, push or pull items weighing 25 pounds or less-Occasionally
- Walking-Ability to move within the office to access files, office machines, etc.-Regularly

**Sensory/Cognitive Demands:**

- Hearing, listening, vision, speaking, thinking, memory/recall-Constantly

**Working Conditions:**

- Typical office work environment with natural and artificial lighting. May be exposed to cleaning solvents, bloodborne pathogens, and service animals. May require driving on an occasional basis. Frequent repetitive motion with keyboard and use of computer mouse.

Reasonable accommodation will be made for individuals with disabilities as required by the ADA and any other state laws and regulations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date