



COMMUNITY ADVOCACY DIRECTOR

Status: Full-time, Exempt

Rate: \$45,926.40 Annualized + Benefits

Scope of Duties:

The Community Advocacy Director will supervise the Community Advocate Program and the Community Advocates. The Community Advocacy Program provides a wide range of services including assistance in obtaining a protective orders, courtroom advocacy, safety planning, outreach, information and referral and short-term case management. The Community Advocacy Director will travel to co-located sites as needed.

Responsibilities:

- Supervise Assistant Director of Community Advocacy, Co-Located Community Advocates, and Community Advocates (Beaverton DHS, Hillsboro DHS, Tigard DHS, and Washington County Courthouse).
- Ability to work with and assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age and/or disability.
- Maintain an active knowledge of the protective orders. When needed, assist clients in filing paperwork for protective orders. Attend petition review court hearing(s) for protective orders when appropriate.
- Program planning and implementation within the following focus areas: culturally specific programs for LGBTQ, LatinX, SAWERA participants, and Protective order advocacy as well as short-term case management.
- Oversee compilation of program records and statistics.
- Ensure that all pertinent client data is entered into Osnum on a regular basis.
- Knowledge and ability to assist with address confidentiality program, crime victims' compensation programs.
- Review, or delegate to staff, all incoming police reports, ensure that contact and referrals are made.
- Monitor, edit, and maintain all forms for the Community Advocacy Program.
- Maintain and adhere to DVRC program policies and procedures.
- Provide educational outreach regarding domestic violence and DVRC community advocacy.
- Maintain and foster positive relationships with court staff and outside partnering agencies.
- Attend and participate in relevant community meetings and committees.
- Conduct annual performance evaluations for Community Advocacy program staff.
- Provide relevant training for new staff and volunteers working in the Community Advocacy Program.
- Liaison to DHS.
- Work with Oregon Department of Human Services (DHS) staff to implement contract requirements.
- 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.



- Ensure accurate and timely reporting and data collection for all Community Advocacy related reports.
- Maintain and manage client assistance funds and budget.
- Member of agency Senior Leadership Team (SLT) and participate in SLT meetings.
- Plan and participate in regular supervisory and team meetings.
- Work with program staff to develop and implement evaluation protocols across programs and services.
- 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.
- At least two years of experience in the field of domestic violence services and at least two years of effective staff supervisory experience. Management experience required.
- Bachelor's Degree (preferred); 3-5 years of extensive experience in lieu of degree will be considered.
- Demonstrated ability to supervise and retain a diverse team of staff and volunteers.
- Working knowledge of Microsoft Word, Excel, PowerPoint, email, internet.
- Excellent organizational and time management skills.
- Demonstrate knowledge and understanding of the dynamics in Intimate Partner Violence.
- Ability to provide strong leadership in crisis situations.
- Bilingual/Bi-literate in English and Spanish preferred.
- Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations in Washington County.
- Ability to communicate effectively with clients and colleagues.
- Experience working with hostile clients.

Physical Requirements:

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

Sensory/Cognitive Demands:

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

Working Conditions:

- Typical office work environment with natural and artificial lighting. May be exposed to cleaning solvents, blood borne 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. DVRC is an equal opportunity employer.