

Position Title: Community Advocacy Director
Program: Community Advocacy Program
Reports to: Executive Director
Supervises: Community Advocacy Program
Status: Full-time

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:

- Maintain an active knowledge of the protective orders. 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, Latin@, SAWERA participants, and Protective order advocacy as well as finding and filling gaps in services.
- Oversee compilation of program records and statistics.
- Knowledge and ability to assist and address Confidentiality program, crime victims' compensation programs.
- Review or delegate 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.
- Supervise Community Advocates.
- Conduct annual performance evaluations for Community Advocacy program staff.
- Provide relevant training for new staff and volunteers working in the Community Advocacy Program.
- Work with Oregon Department of Human Services (DHS) staff to implement contract requirements.
- Liaison to DHS.
- Ensure accurate and timely reporting and data collection for all Community Advocacy related reports.
- Maintain and manage client assistance funds, budget and goods.
- Serve on DVRC Leadership Team and Safety Committee; contribute to a safe, productive, trusting and collaborative environment.
- 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:

- At least two years of experience in the field of domestic violence services and at least one year of effective staff supervisory experience. Management experience preferred.
- Bachelor's Degree (BS/BA) required.
- Demonstrated ability to supervise and retain a diverse team of staff and volunteers.
- Working knowledge of computers - 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, bicultural 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.
- Ability to assist clients regardless of sex, gender, sexual orientation, race, ethnicity, socioeconomic status, age, or disability.
- Must complete the 40-Hour Victims' Advocacy Training (required by State of Oregon) within a reasonable amount of time following the hire date.
- Ability to pass a background check.

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

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

Employee Signature

Date

Supervisor Signature

Date