POSITION DESCRIPTION

Position: Latinx Youth Advocate (bilingual Spanish)
Program: Youth Services Program
Status: Permanent, non-exempt employee
Pay: $20.16 - $23.49/hr., DOE, benefits available first of the month following date of hire
Hours: Primarily weekdays, some evenings, and weekends
Responsible to: Youth Services Manager
Location: On-site

Staff with bilingual competencies provide an additional and essential value to our organization and we increase our starting wage accordingly for bilingual staff.

Note to Candidates:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women’s Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don’t believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

About Clackamas Women’s Services (CWS)

Clackamas Women’s Services (CWS) was incorporated in 1985 as Clackamas County’s first shelter for women and children escaping family violence and domestic abuse. CWS’ service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our confidential emergency shelter, our rural outreach office, the DHS branches, and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring, and celebrating survivors, and engaging in work toward equity and social change through community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining a community where everyone can thrive.

Clackamas Women’s Services (CWS) fueron incorporados en 1985 como el primer albergue del condado de Clackamas para las mujeres y los niños escapando de la violencia familiar y el abuso doméstico. El marco de prestación de servicios de CWS se basa en las mejores prácticas basadas en trauma, que promueven la seguridad y la autodeterminación. Nuestra visión es vivir en una sociedad que ya no tolera la violencia doméstica ó sexual, sino que se nutre del respeto mutuo.
CWS ofrece soluciones integrales y sensibles para adultos y niños afectados por agresión sexual, violencia doméstica, acoso, la industria del sexo y el abuso de ancianos. A través de nuestro refugio confidencial de emergencia, nuestra oficina de extensión rural y un centro de justicia familiar de Lugar Seguro, CWS coordina los servicios con otras agencias públicas y privadas con el fin de servir mejor a los sobrevivientes que buscan ayuda. Los participantes en nuestros programas reciben servicios sin costo por personal altamente capacitado.

CWS tiene el compromiso de construir una cultura organizacional que refleje nuestros valores. Visualizamos una comunidad de sobrevivientes, personal, socios, voluntarios y donantes que estén profundamente comprometidos con romper el aislamiento de la violencia doméstica y sexual. Hacemos esto al crear comunidad y colaboración, al honrar y celebrar a los sobrevivientes, y al participar activamente en el trabajo hacia la equidad y el cambio social a través del compromiso comunitario y con inversiones internas en mejoras continuas y procesos de aprendizaje. Nos dedicamos al trabajo constante para crear y sustentar a una comunidad en la que todos puedan prosperar.

**Benefits of working at CWS:**

Clackamas Women’s Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits.
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (39.5 days in first year based on accrual).
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 5%.
- Anniversary bonus, $25/year of service.
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon!
- Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term supports, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

**Position Purpose**

The Latinx Youth Advocate will focus on providing individual, group and family services to survivors of domestic and sexual violence, dating violence, sexual assault, or exploitation in our region with a focus on serving Latinx youth, rural youth, and youth impacted by sexual assault. This position is part of the Youth Services Program at CWS and stationed at A Safe Place Family Justice Center with mobile capacities to meet with youth, families, and partners throughout the county at schools, social service agencies, medical/forensic settings, etc.

**Key Responsibilities**

*Youth Advocacy and Family Support:*

1. Provide advocacy to youth and/or their caregivers in various areas of the county by offering the following support:
   - Short-term, crisis intervention services
   - Emotional support
   - Safety planning
   - Assessment of needs, strengths, and challenges
   - Assist with individualized goal setting
   - Identification and connection to supports (caregivers, counselors, family members, etc.)
   - Information and referral for community resources
2. Partner with schools, youth-serving organizations, and other community partners to support the needs of youth survivors within the county, especially those living in rural areas.
3. Provide culturally specific/culturally relevant advocacy support to Latinx youth across the agency – including shelter, counseling, etc.
4. Develop expertise for supporting youth who have experienced sexual assault to ensure youth survivors have adequate support while navigating systems (courts, college title IX, etc.)
5. Attend Violence Prevention lessons to provide information on advocacy services and support resources.
6. Provide advocacy and support to survivors accessing the Confidential Chat & Text Line.
7. Have a working knowledge of age-appropriate toys & activities and be able to create engaging environments for children & youth.
8. Maintain working knowledge of best, evidence-based, and promising practices in confidential advocacy.

Other Youth Services Program Responsibilities:

1. Coordinate, facilitate, and serve as backup for Youth Services Program groups (such as Paternidad Activa, Charles de Café, Trauma Recovery and Empowerment Model (TREM) for youth, and A Window Between Worlds)
2. Assist in the coordination and facilitation of childcare services for groups as needed.
3. Assist with planning and implementation for Camp HOPE America – Oregon and the Pathways Program:
   - Serve as sub-committee chair for at least one Camp HOPE Planning Committee
   - Assist with training for staff and volunteers participating in Camp HOPE America – Oregon
   - Assist with activity implementation, camper engagement, and family communication throughout the year
   - Act as an in-person, lead staff member at camp for 2.5 weeks each summer by leading activities and participating in the execution of all aspects of on-site programming.
   - Act as a mentor and set a great example for camp counselors and camp support staff
4. Assist the Youth Services Manager in implementing child-focused initiatives including ensuring services are culturally relevant and accessible for Latinx youth and rural youth. Provide feedback and consultation across CWS programs to support children and youth services that focus on resiliency and strengths.
5. Serve as the CWS Representative on community collaborations that support youth and/or culturally specific populations such as the Hispanic Interagency Networking Team or the Behavioral Safety Program.
6. Partner with all team members in providing clear, timely, and bilingual mass communications to Youth Services Program participants (flyers, emails, drafts of social media updates, etc.)
7. Provide ongoing outreach to the community by providing Youth Services Program presentations and other trainings, including but not limited to volunteer recruitment presentations; staff, volunteer, or community trainings presentations; and community engagement presentations.
8. Perform other duties, functions, special projects, and responsibilities as assigned by the Youth Services Manager.

General Responsibilities

- Represent the mission and value of CWS to program participants and community partners
- Complete documentation of all services, including intakes, releases of information, demographics tracking and statistics within the CWS database for all participants on a minimum of a weekly basis
- Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes
- Attend and participate in regular group consultation and staff meetings. Participate in all staff meetings
- Ensure complete documentation of all services including intakes, confidentiality statements and statistics within the client database for all clients occurs on a minimum of weekly basis
- Assist with monthly, quarterly, and annual statistical and narrative reports as assigned by the Youth Services Manager
- Maintain positive working relationships with community service providers
- Lead efforts towards the development of additional collaborative partnerships to increase resources available to CWS participants
- Ensure all communication with community partners is aligned with CWS values
- Serve as CWS representative and participate in community workgroups as appropriate
• Engage in public speaking engagements on behalf of CWS

Minimum Qualifications

• Bilingual (Spanish/English)
• Bicultural preferred
• Willingness to complete 40-hr confidential advocate training
• Minimum 2 years of direct service work with youth
• Demonstrated ability to effectively communicate an understanding of domestic & sexual violence, and their effects on survivors, children, youth, and society
• Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods
• Computer proficiency in Windows environment including word processing and spreadsheets
• Valid driver’s license, reliable motorized vehicle, and automobile insurance
• Solid relationships with Clackamas County social service delivery agencies preferred

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults, and people with disabilities are strongly encouraged to apply.

Please submit a resume and cover to hr@cwsor.org with the subject line of “Latinx Youth Advocate”

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Employee Signature

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Date

Program Manager/Director

Title

Date