Do you dream of joining the nonprofit sector? Do you want to make a positive impact on people’s lives by working alongside survivors of domestic and sexual violence? Do you have experience being flexible and creative to find solutions to obstacles?

Well, you’re in the right place! Clackamas Women’s Services (CWS) is hiring a Shelter Case Manager to join our team.

Key Details:

- **Pay:** $21.16-$24.49/hour DOE. Benefits available first of the month following hire.
- **Schedule:** Full Time 40 hours a week with a consistent schedule consisting of some weekdays, evenings, and one overnight a week.
- **Benefits:**
  - 100% employer-paid health, dental, vision, and alternative care benefits, 100% employer-paid long-term disability and life insurance, monthly retirement plan contribution of 5%.
  - Generous PTO (39.5 days in first year), 10 paid holidays per year (you choose), paid day off for birthday, paid parental leave, EAP, Anniversary bonus: $25/year of service. $100 monthly travel stipend.
  - Professional development opportunities, i.e. conferences and trainings. CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon in 2022!

Who We Are: In 1985, CWS grew out of neighbors opening their homes and sharing what they had in hopes of building a safer community for families. Since then, we’ve grown beyond shelter to offer a wide range of services for anyone experiencing domestic and sexual violence, from initial crisis to long-term healing. We continue the legacy of working with survivors, community members, emergency responders, partner organizations, and businesses to build communities that honor and support survivors of domestic and sexual violence.

To learn more, check out our website: [https://www.cwsor.org](https://www.cwsor.org).

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

Who You Are: Our mission is to break the isolation of domestic and sexual violence. It takes a wide range of amazing and diverse people to achieve the mission of CWS and to be successful in the work that we do. Our Shelter Case Manager will go through 40 hours of domestic violence advocacy training before beginning their position. Qualifications include:

- Readiness to support survivors of domestic violence and/or sexual assault.
- Readiness to cultivate an understanding of systems of oppression and domestic and sexual violence and its effects on survivors, their children and society.
- Ability to work effectively and non-judgmentally with individuals from diverse backgrounds and understanding of culturally competent service delivery.
- Enthusiasm for working collaboratively with a wide range of public and private systems.
- Reliable transportation required and ability to travel throughout Clackamas County and the Greater Portland metro area.
- Bilingual/bicultural persons strongly encouraged to apply.

Position Overview: Our Shelter Case Manager will jump into a heart-centered team that provides culturally responsive emergency, transitional, and long-term supports, and services. You will help survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability by providing case management, advocacy, and support services to participants of the CWS shelter and housing programs. A typical day will consist of:

- Staff CWS emergency shelter, providing phone screens, intakes, supporting participant exits and transitions and ensuring the safety of the shelter and participants.
• Provide on-site and in-home individualized case management for participants in the CWS shelter and housing programs.
• Provide a wide variety of advocacy strategies and engagements to shelter and housing participants.
• Build relationships and rapport with shelter and housing participants and foster community building.
• Answer the CWS crisis and support line giving appropriate information, support, and referrals for callers.
• Ensure all paperwork is done thoroughly and all required documentation is collected, and file notes are updated and accurate.
• Provide shelter and housing participants with information and support regarding domestic and sexual violence, oppressions, trauma, communal living, parenting, immigration issues, etc.
• Communicate in a trauma-informed manner and provide comprehensive information to shelter and housing participants in an accessible way.
• Assist shelter participants with cleaning and upkeep of the shelter facility, prep rooms for entering participants.
• Provide back-up support for the shelter through on-call rotation.
• Work to establish effective, positive, and ongoing relationships with community partners.
• Represent CWS at community meetings, speaking engagements and educational trainings as requested.
• Physical requirements: frequently ascend/descend stairs; move items up to 50 lbs, assist in households’ tasks, move throughout CWS worksites.
• Other duties as assigned.

If interested in applying, please send a resume and cover letter to hr@cwsor.org

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

Check us out on social media:
https://www.facebook.com/cwsor
https://twitter.com/cwsor
https://www.instagram.com/cwsor/