



### **Clackamas Women's Services Position Description**

<b>Position:</b>	Hospital Based Sexual Assault Advocate
<b>Status:</b>	Permanent, Non-exempt, Full-Time
<b>Starting pay:</b>	\$25.50 - \$28.75/hour (+ \$1.00 differential for bilingual), DOE, benefits available first of the month following date of hire
<b>Hours:</b>	Regularly scheduled between 9am-9pm; Primarily weekdays; some evenings required
<b>Responsible to:</b>	Community Based Program Manager
<b>Location:</b>	On-site, hospital based

**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 survivors 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 emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, 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.

### **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 for employee and dependent child(ren).
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (28.5 days in first year based on accrual).
- 10 days of Holiday pay of your choosing
- Paid day off for birthday.
- Paid parental leave.
- Monthly retirement plan contribution of 5%.
- Anniversary bonus, \$25/year of service.
- \$100 monthly travel stipend
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted 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 support, 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:**

Responsible for providing confidential advocacy, crisis intervention, case management, and support services to sexual assault, domestic violence, and elder abuse survivors accessing services at Providence Hospitals in Clackamas County as well as supporting hospital staff in neighboring counties to connect survivors to services in their area. This position is co-located and will have a sexual assault focus, working closely with Sexual Assault Nurse Examiners (SANEs) and other hospital staff.

### **Key Responsibilities**

- Provide accompaniment during sexual assault, domestic violence & strangulation forensic exams in the emergency department.
- Provide support to survivors seeking medical services who disclose sexual assault or domestic violence or whom provider identifies a need for additional resources.
- Continue to support survivors in coordinating for other needs after medical care has been provided.
- Provide the following support to survivors of domestic violence, sexual assault and stalking who seek services through Providence Hospitals:
  - Short-term, crisis intervention services

- Emotional support
  - Safety planning
  - Systems and resource navigation
  - Collaborate with survivors to meet needs, support strengths and navigate challenges
  - Assist with individualized goal setting and planning
  - Sexual assault and domestic violence education
  - Support survivors navigating emergency needs (housing, accessing prescriptions, travel).
  - Assist participants to access emergency and long-term housing resources
  - Provide accompaniment and transportation in agency vehicle
- Build relationships with Sexual Assault Nurse Examiners and other hospital staff and provide consultation as needed.
  - Collaborate with Law Enforcement and systems-based advocates for survivors who wish to report.
  - Provide consultation and support to SANEs in Clatsop, Hood River, Multnomah, Yamhill, and Washington Counties who are seeking to connect SA and DV survivors to services in their area.
  - Provide advocacy and systems navigation to survivors accessing services and make warm hand-offs to community partners.
  - Participate and provide trainings related to hospital advocacy and sexual assault as requested.
  - Participate on the Clackamas County SART Team.
  - Work to establish effective, positive, and ongoing relationships with community partners.
  - Provide follow up and on-going case management to survivors who accessed services in the hospital and offer a warm handoff to other CWS programs (Shelter, Counseling, Advocacy and Youth services).
  - Contribute to a successful team within the shared advocacy model and work from a team-based approach in conjunction with other advocates. Provide support and assist coworkers in response to fluctuations in workloads.

**General Responsibilities:**

- Represent the mission and values 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.
- Provide consultation and support for community partners through collaboration and information sharing regarding the dynamics of domestic violence and sexual assault and its impact on survivors.
- Participate in speaking engagements and educational trainings as requested.
- Work in conjunction with other staff to provide consistent services to participants.
- Attend CWS all staff meetings and regular team meetings.
- Meet regularly with the supervisor to plan and prioritize projects.
- Submit necessary monthly timesheets and mileage reimbursement forms.
- Manage daily schedule appropriately.
- Other duties as assigned.

### **Minimum Qualifications:**

- Bilingual (Spanish/English) and bi-culturally competent preferred.
- Experience supporting survivors of domestic violence and/or sexual assault. Case management or advocacy-based experience preferred.
- Experience with hospital-based advocacy strongly preferred.
- Demonstrated understanding of domestic and sexual violence and its effects on survivors, their children and society.
- Willingness to complete 40-hr confidential advocate training.
- Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods.
- Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).
- Computer proficiency in Windows environment including word processing and spreadsheets
- Valid driver's license and reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Must be able to travel throughout Clackamas County and the Greater Portland Area.
- The person in this position frequently: moves throughout CWS worksites and the community to meet with donors, volunteers, community members, partners, and staff. The person will also periodically move supplies and other items (up to 50 lbs.) from one place to another, participates in community events, and may work in all types of weather.

**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.**

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.

Please submit a resume and cover to [hr@cwsor.org](mailto:hr@cwsor.org) with the subject line of "Hospital Based Advocate"

*\*As noted in CWS Personnel Policies: any job may be reclassified at any time.*