POSITION: Family Strengthening Advocate

WAGE: $36,000 - $38,000 per year (Based on Experience)

LOCATION: A Safe Place- Family Justice Center 256 Warner Milne Rd. Oregon City, OR

APPLY AT: www.irco.org

STATUS: Full Time with Benefits

PROGRAM(S): Refugee and Immigrant Family Strengthening (RIFS)

OPENING DATE: February 25, 2020

CLOSING DATE: Open until filled

REQUIREMENTS: Completion of 40-hour training including 2-hour of confidentiality training from Oregon Coalition Against Domestic & Sexual Violence after being hired. An Associates’ or bachelor’s degree or equivalent experience in social work, sociology, law enforcement, women’s studies or related field

DRIVING: Required with valid driver license

LANGUAGE: Bilingual strongly preferred - Russian speaking

GENERAL POSITION SUMMARY:
The Refugee and Immigrant Family Strengthening (RIFS) program started in 1998 at IRCO by 15 Refugee women due to the tremendous number of immigrants and refugees coming to the Tri-County area that were survivors of abuse and did not know where and how to get services and resources because of their cultural, religious and language barriers. The RIFS program is a culturally specific program that serves immigrant and refugee survivors of domestic and sexual violence. We help survivors with on-going safety planning, crisis intervention, legal advocacy, rental assistance, long-term bilingual/bicultural case management, interpretation/translation, and transportation to program services. We assist survivors to become self-sufficient and live a life free of violence.
The Family Strengthening Advocate will be stationed out of A Safe Place- Family Justice Center, working with the culturally specific population serving Clackamas County in partnership with Clackamas Women’s Services (CWS).

ESSENTIAL FUNCTIONS:
- Assess for participant eligibility, conduct intake and screen for project services
- Address barriers to individual housing goals and work to retain safe and stable housing
- Work with Program Coordinator to plan for each eligible participant, provide short-term crisis intervention for participants who voluntarily wish to participate in services which include, but are not limited to:
  - Accessing emergency shelter and motels, assistance with restraining orders and stalking orders; providing active listening and peer supports; accessing mental health services, employment, and long-term housing; and providing follow up services in a timely manner
- Develop and maintain list of housing resources within the community
• Conduct risk assessment and provide on-going safety planning
• Develop and maintain relations in terms of housing opportunities within the community
• participant assessment and evaluation, utilizing appropriate assessment and evaluation procedures, practices that meet or exceed industry standards
• Assist survivors in attaining self-sufficiency and utilize a strength based, trauma informed empowerment model
• Complete all data entry and case notes and update participant files, reports, and all other program/IRCO administrative tasks by the deadline
• Advocate and coordinate with service providers, domestic violence agencies, law enforcement and the legal system for the needs of immigrant/refugee women survivors and their families
• Provide/Secure interpretation and translation services to link participants with existing mainstream domestic violence services and shelters as needed
• Maintain confidential individual participant files including records of intakes, assessments, case management, plans, hour of service, and all contacts and referrals made
• Perform outreach and education to immigrant/refugee communities about domestic/sexual/family violence
• Offer consultation, support and technical assistance to service providers regarding the effects of Domestic Violence on children and culturally relevant strategies to address domestic and sexual violence in Immigrant and Refugee communities
• Report all activities to Program Coordinator and occasionally to Program Manager
• Maintain cooperative external relationship with organizations, volunteer agencies, immigrant/refugee community organizations, and general public, as authorized
• Maintain cooperative working relationships both internally with co-workers and supervisors and externally with multiple community partners and other state agencies
• Participate in staff meetings, training, committees, and volunteerism to support IRCO’s goals
• Perform other duties as assigned

SECONDARY FUNCTIONS:
• Already completed the required 40-hour training in the State of Oregon Domestic Violence and Advocacy (preferred)
• Must complete the required on-line 40-hour training in the State of Oregon Domestic Violence and Advocacy within 4 weeks after being hired
• Must be an effective communicator, both verbally and in writing, and must have excellent listening skills to identify the needs of our participants
• Must be able to meet multiple, sometimes conflicting deadlines
• Must have analytical, problem solving and decision-making abilities
• Must be able to successfully respond to situations of pressure involving individual circumstances balanced against organizational policies and program goals
• Must have the ability to maintain a high level of confidentiality
• Must have knowledge of laws of confidentiality, disclosures and release of information
• Must have knowledge of DHS Self-Sufficiency public benefits that may include health care, TANF, SNAP, and/or TA-DVS
• Knowledge of Child Welfare policies and procedures for child abuse disclosures, response and intervention
• Must be flexible and able to travel and work beyond designated hours and weekends without advance notice
• Must possess a valid driver’s license and verification of current auto-insurance, and have full use of automobile during work hours

JOB SPECIFIC QUALIFICATIONS:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be through the following:
• Three- to six-month of professional level training and experience providing advocacy, outreach, education and domestic violence services to immigrant/refugee participants
• Three- to six-month of experience in providing cross-cultural training
• Knowledge of local domestic violence, sexual assault, dating violence, stalking and social service organizations
• Knowledge of local refugee and immigrant communities and organizations
• Experience working with children, youth and families
• Strong computer technology skills, including Microsoft Excel, Word and Outlook. Ability to remain up to date on current technology systems, learn new technology systems and implement within scope of duties
• Ability to work in a multi-cultural/multi-ethnic diverse environment
• Ability to be flexible, ability to work at different locations and adapt well to different team dynamics
• Ability to manage caseloads efficiently (e.g., 40 cases per Full-Time Employee per year)

KNOWLEDGE:
Education: Associate’s Degree (3)
Experience: Less than one year of experience is required (2)
Licensure, Certification: (certificate of completion 40-hour training form OCADSV)
Additional Language Required: fluent in Russian

Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition, this position specifically requires:

SKILLS:
Communication:
Regular communication inside the organization to exchange ideas and gather information (4)
Creativity:
Minimal need for the redesign of single focus process or procedure is needed (2)

EFFORT:
Mental:
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)
**Physical:**
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

**Responsibility:**

**Impact and Influence:**
Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)

**Work Independence:**
Encouraged to suggest ways for handling these, but are not granted the latitude to take final action. (2)

**Planning:**
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**Working Conditions:**

**Environment:**
This level has a work environment that contains hazards or obstacles on a regular basis. Working conditions include regular interactions with regular hostile individuals, gangs, victims of abuse, and individual safety plans are created. (5)

**Schedule:**
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

**How to Apply:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org) or IRCO’s main office, 10301 NE Glisan, Portland, OR 97220, 503-234-1541. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**About IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).

**IRCO is an Equal Opportunity Employer**