**POSITION:** Family Strengthening Advocate  
**WAGE:** $36,000 per year  
**LOCATION:** Various. Currently work is remote.  
**APPLY AT:** [www.irco.org](http://www.irco.org)  
**STATUS:** Full Time with Benefits  
**PROGRAM(S):** Refugee and Immigrant Family Strengthening (RIFS)  
**OPENING DATE:** July 30, 2020  
**CLOSING DATE:** Open until filled  
**REQUIREMENTS:** Driving Required

**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 victims 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 assist survivors with on-going safety planning, crisis intervention, legal advocacy, rental assistance, long-term bilingual/bicultural case management, interpretation and translation, and transportation services; attaining self-sufficiency; and conducting community outreach and education.

**ESSENTIAL FUNCTIONS:**
- Assess for participant eligibility, conduct intake and screen for other project services  
- Assist survivors to resolve family violence and to access appropriate services for such resolution  
- Develop a case management 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  
- Conduct risk assessment and provide on-going safety planning  
- Conduct outreach and educational activities within immigrant and refugee communities and local service providers  
- Maintain confidential individual paper and electronic participant files including records of intakes, assessments, case management, plans, hour of service, and all contacts and referrals made
• Adhere to strict legal guidelines around client confidentiality
• Access family legal services and obtain protective orders (restraining orders or stalking orders) for clients when necessary
• Access legal immigration services for participants; Assess for client eligibility for immigration relief and assist participants in gathering important documents and evidence, writing letters of support and obtaining clearance from law enforcement
• Provide/Secure interpretation and translation services to link participants with existing mainstream domestic violence services and shelters as needed
• Co-advocate for participants referred to mainstream domestic violence agencies

SECONDARY FUNCTIONS:
• Participate in meetings and trainings to support IRCO’s goals
• Perform other duties as assigned

JOB SPECIFIC QUALIFICATIONS:
• Experience working with vulnerable populations
• Fluency in more than one language and understanding of different cultures strongly preferred
• Passion for helping victims of domestic and sexual violence

KNOWLEDGE:
Education: Some college course work (2)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required: Not required.
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.

SKILLS:
Communication:
Some interaction with those inside and outside the organization to exchange factual information (3)
Creativity:
Regular need for redesign of a single focus process or procedure is needed (3)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
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:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)

Planning:
Positions at this level have little to no planning responsibility beyond the need to schedule own work and determine impediments to own work schedule. (1)

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:
There is a moderately low level of personal risk encountered. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile people (3)

Schedule:
The work schedule is stable and does not fluctuate. (1)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. 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.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER