Position: Various

Program Area: Refugee and Immigrant Family Strengthening Program (RIFS) – Domestic Violence (DV) and/or Sexual Violence (SV). RIFS provides bilingual and bicultural case management, crisis intervention, client advocacy, access to community emergency and support services, education and outreach to survivors of domestic violence.

Locations: IRCO Main; IRCO AFC; IRCO Africa House

Position Summaries:

Mentor - will be matched with clients/families in need of additional services. Mentors will provide direct services to clients in close collaboration with case managers, in order to help clients to achieve self-sufficiency. Other volunteer responsibilities include:

- Information, support and skills vital for the workplace and to achieve self-sufficiency
- Advocacy and exposure in the areas of education, life skills and career development
- English tutoring including practicing conversation, grammar, writing and reading

Case Manager Assistant - will provide direct services to domestic violence victims and families and help them access local domestic violence services. Examples of volunteer responsibilities include:

- Assisting with education about American law, the causes and dynamics of domestic violence and supportive community resources
- Assisting with interpretation for access to community resources such as restraining orders, support groups, shelters, etc.
- Assisting with the distribution of RIFS program and informational materials

Interpreters will translate/interpret for immigrant and refugee clients in domestic violence situations, completing restraining orders, court appointments, medical appointments, and other situations as needed.

Support Group Facilitators will facilitate at least one culturally sensitive support group per week for 8 weeks or longer. The Refugee and Immigrant Family Strengthening (RIFS) Support Group is a self-supporting and multiracial group that is designed for survivors of domestic violence. RIFS Support Group members share their experiences with each other. Examples of volunteer responsibilities include:

- Assisting with development and implementation of support group curriculum
- Assisting with facilitation of group discussions
- Contacting appropriate agencies to present materials to clients relating to health, nutrition, technology, jobs, credit and banking
- Be able to act as a gatekeeper. Maintain group harmony and make sure discussions are geared towards a positive direction. Go over guidelines as needed.

**Outreach Service Provider** will facilitate at least one presentation on cultural sensitivity to professionals working with refugee domestic violence victims and families. Examples of volunteer responsibilities include:

- Assisting with locating service providers interested in presentations
- Assisting with development of an appropriate presentation for needs of the audience
- Assisting with the presentation and facilitation of a group discussion
- Assisting with the distribution of RIFS program materials
- Encouraging service providers to call RIFS for assistance

**Clerical/Office Assistant** will assist the program coordinator and other staff with research projects, data entry, fiscal duties, photocopying, filing, and other office duties as needed.

**Qualifications:**

- Bilingual (preferred)
- Must pass background check
- Attending and completing a 40-hour online training certificate from Oregon Coalition Against Domestic Violence and Sexual Violence (OCADSV); this qualification can be obtained after starting as a volunteer.

**Time Commitment:** 1-6 months

**Age Requirement:** 18 and over