



## **SAVING GRACE DESCRIPTION**

**POSITION:** Jefferson County Bilingual Advocate  
**REPORTS TO:** Assistant Executive Director  
**STATUS:** Full-time (35-hour workweek), Non-exempt  
**OBJECTIVE:** Direct Service and Outreach in Jefferson County  
**WAGE:** \$21.32/hour or more depending on experience (includes 5% bilingual differential); plus generous benefit package

### **DUTIES**

Responsibilities include but are not limited to:

#### **DIRECT SERVICE:**

1. Provide direct services to intimate partner violence and sexual violence survivors, as needed: crisis counseling, safety planning, transportation, emergency assistance, court advocacy, information and referrals.
2. Participate with other staff on helpline and on-call/back up; answer office phones as needed.
3. Network and advocate for survivors' needs with other community agencies.
4. Provide direct services to Department of Human Services (DHS) clients while co-located at DHS one day per week in Madras.

#### **BILINGUAL (SPANISH) SERVICES:**

1. Provide phone and in-person services to Spanish-speaking clientele.
2. Provide interpretation for clients with community partners and other agencies.
3. Translate documents and prepare outreach materials in Spanish as needed.
4. Assist Spanish-speaking survivors with immigration paperwork, including VAWA, T-Visa, and U-Visa.

#### **COMMUNITY RELATIONS & FUNDRAISING:**

1. Serve as liaison to community organizations and committees related to domestic violence and sexual assault response.
2. Support coordination of activities for Domestic Violence, Stalking, Sexual Assault and Teen Dating Violence Awareness Months.
3. Provide education on domestic violence and sexual assault to various groups.
4. Model agency mission and philosophy.
5. Coordinate public relations activities with Saving Grace's Development Dept.

#### **ADMINISTRATION:**

1. Keep accurate records of services provided and reports as needed.
2. Develop and/or acquire resource materials.
3. Maintain office appearance and upkeep.
5. Schedule hours to provide regular, adequate coverage.
6. Coordinate activities with the Outreach Services Coordinator.



#### **VOLUNTEERS:**

1. Support volunteers providing direct and support services.
2. Develop new roles for volunteers in the community.
3. Assist with volunteer recruitment, recognition and training in conjunction with the Volunteer Program Coordinator.

#### **OTHER DUTIES:**

1. Attend Saving Grace staff and team meetings.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects as assigned.

### **QUALIFICATIONS**

*At Saving Grace, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.*

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

One to two years working in family violence, child development, social services, anti-oppression or related experience and/or training; or equivalent combination of education and life experience.

#### **PREREQUISITES**

1. Ability to work with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to organize program details.
4. Ability to work under stress and respond effectively to crisis situations.
5. Ability to demonstrate initiative and handle a diverse workload.
6. Good problem solving skills.
7. Reliable, responsible, energetic.
8. Ability to practice and demonstrate good self-care to address job stress.
9. Proficiency on appropriate software and Internet.

#### **REQUIRED FOR HIRE**

1. Complete Saving Grace 40-hour training.
2. Pass criminal background check, other background checks as required.

3. Sign binding confidentiality agreement.
4. Valid Oregon Driver's License and reliable, insured vehicle.



Please email or fax cover letter and resume to:

Trish Meyer

[Trish.m@saving-grace.org](mailto:Trish.m@saving-grace.org)

FAX: (541) 330-5067

Saving Grace provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Saving Grace complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

[www.saving-grace.org](http://www.saving-grace.org)