



Oasis Advocacy & Shelter, Inc.

Position: Court Advocate
Full time, hourly position

Overview:

Oasis Advocacy & Shelter is looking for a highly qualified and passionate individual to provide advocacy services to victims & survivors in the community. Our organization is looking for an individual who is patient, empathetic, and has a strong desire to work with populations in challenging and emotional circumstances. Some duties include, but are not limited to: assisting clients in locating relevant resources & referrals within the community; providing emotional support to survivors; assisting in relocation efforts for clients; preparing and submitting reports in accordance with program and grant guidelines; assisting & participating in outreach activities as scheduled to help bring awareness to the program.

Qualifications:

- Strongly encouraged to have two (2) years of relevant experience OR an Associate's degree in Criminal Justice, Sociology, Psychology, Human Services, or similar field of study. Bachelor's Degree in the majors cited above or 4 years of relevant experience is preferred.
- Valid Oregon Driver's License, a personal vehicle, proof of automobile insurance, and good driving record.
- Solid competencies with the Windows operating system, database entry, and other technical needs in an office setting.
- Strong passion and commitment to working with survivors of domestic violence, sexual assault, and working to end homelessness among survivors. Must also be motivated to continue professional development in strengthening acumen in areas our agency strives to address.
- Be committed to learning about and seeing the whole person behind each survivor. The Advocate is expected to constantly prioritize and apply intersectionality and cultural humility in all that they do. The Advocate works with survivors of all racial, ethnic, cultural, religious, spiritual, occupational, un/documented, and socioeconomic backgrounds; the survivors also may have various sexual orientations, gender identities, gender expressions, sexual identities, relationship preferences, and/or physical, sensory and/or psychiatric disabilities.
- Demonstrated ability to work independently as well as in a team environment and communicate clearly and in a professional timely manner.



- Understands and has core values that align with the values and mission of Oasis Advocacy & Shelter.
- Able to handle high level stress situations with composure and knows when to ask for help.
- Must be able to pass a background check and be open to transporting survivors to obtain employment with our agency.

This position reports to the Executive Director.

Specific Job Duties:

- Responsible for legal advocacy services and support to survivors of intimate partner violence, stalking, and sexual assault or abuse by attending court and/or assisting with the navigation of the criminal justice system.
- Perform case management that engages survivors through collaborative discussion of goals & objectives and development of an action plan. The Advocate is expected to periodically check in with survivors as needed to ensure follow through with plan implementation.
- Utilize crisis intervention and management skills when the survivor is in crisis.
- Collaborate with external agencies and other victim services providers, including but are not limited to, the District Attorney's Office and the Victims Assistance Program. This position also co-facilitates the D-SART [Domestic-Sexual Assault Response Team] and DV Council Meetings.
- Develop and maintain confidential survivor records to reflect their needs assessments, evaluations, progress, triumphs, and other outcomes as required by Oasis.
- Prepare and submit detailed program reports in accordance with established deadlines.
- Maintain Oasis' office spaces within the courthouse and the agency's outreach branch.
- Develop and maintain professional working relationships with co-workers, supervisors, management, community members, and other DV/SA agencies, shelters for the unhoused and/or survivors, and any other organizations that may be beneficial to Oasis' network.
- Establish and maintain a list of resources and ensure that it is up to date regularly.
- Engage in clear and timely verbal and written communication and maintain transparency with colleagues, supervisors, and the Executive Director in areas deemed appropriate. This may include, but is not limited to: client progress; financial expenses; program needs & development; and safety plans.



- Provide ongoing support for the Shelter Advocate on an as-needed basis to maintain the shelter, including the screening & intake of clients, crisis management, referrals, and other relevant tasks.
- Adhere to high standards in confidentiality and respect for survivors, colleagues, supervisors, and the agency.

Training Requirements:

Forty (40) hours of domestic violence advocate training as required by the Oregon Coalition Against Domestic and Sexual Violence (OCADSV) and any other additional mandatory training for the agency, which is determined by the Executive Director, on an annual basis.

Hours:

This position requires you to be flexible with your schedule for hours as needed for the agency; however, it is a forty (40) hour work week position.

Benefits/Wage:

This full-time position offers benefits after the first ninety (90) days of employment. Benefits include 100% paid dental, vision, and health insurance benefits for the employee, along with paid federal holidays, the initiation of accrual of paid time off, and matching on retirement accounts by Oasis.

Hourly rate is dependent on experience.

How to Apply:

Send your cover letter, resume, and list of three professional references as a combined PDF file to the following email address: sam.r@oasisshelterhome.org. This position is open until filled.