



Oasis Advocacy & Shelter, Inc.

Position: Shelter Advocate
Part 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.
- A year of professional housing experience is a desired bonus, but is not required.
- 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 advocacy services and support to survivors of intimate partner violence, stalking, and sexual assault or abuse by providing safe housing and/or assisting with the navigation of the social 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.
- 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.
- 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.
- Adhere to high standards in confidentiality and respect for survivors, colleagues, supervisors, and the agency.
- Oversees the upkeep of the shelter/transitional housing facilities, including the pet kennels, and submits any maintenance/repair and inventory orders to the Operations Director.
- Organize and develop a system for all work orders and usage of items within the shelter and transitional housing programs.
- Takes the lead on reviewing all documentation for screening/intake, crisis management, referrals, and other relevant tasks related to the shelter and transitional housing programs. Works with the Executive Director and the Operations Director on reviewing and strengthening all shelter and transitional housing program documents.



- Reviews the Business Emergency Action Plan [BEAP] on a quarterly basis and updates as new strategies and laws are implemented. Creates cheat sheets for staff and survivors to review as needed.
- Review current procedures from intake to exit of survivors, provide training for new and existing staff, and update materials as needed.
- Works with the Operations Director to document, process, and disseminate all donations for the shelter/transitional housing programs.
- Develop and sustain professional work relationships with co-workers, supervisors, management, community members, other DV/SA agencies, shelters for the unhoused and/or survivors, and any other organizations that may be beneficial to Oasis' network.
- 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 Criminal Justice Advocate on an as-needed basis for program support, including updates to the resource database.
- Utilize company provided equipment for all work-related tasks.

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 part-time position does not offer benefits.

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.

