

## Oasis Advocacy & Shelter, Inc.

### **Position: Co-Located Advocate**

**Full time, hourly position**

### **Qualifications:**

- Must 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.

### **Job Description:**

- Responsible for co-located advocacy services that follow the agreement between DHS and Oasis Advocacy.

- Perform case management that engages survivors through the collaborative discussion of goals/objectives and development of an action plan; the Advocate is expected to work with survivors as needed to ensure plan implementation
- Utilize crisis intervention and management skills when the survivor is in crisis.
- Collaborate with DHS and maintain an excellent working relationship.
- Serve as the liaison between DHS and Oasis.
- Display expertise in DHS and Curry County programs and procedures.
- Develop and maintain confidential survivor records to reflect their needs assessments, evaluations, progress, triumphs, and other outcomes as required by Oasis; the Advocate also has to provide detailed program reports in accordance with deadlines.
- Maintain the agency's outreach office at DHS.
- 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; the Advocate also is to create a list of resources and ensure that it is up to date
- Consult and train DHS staff regarding Domestic Violence and Sexual Assault.
- Engages in clear and timely verbal and written communication and maintains transparency with colleagues, supervisors, and the Executive Director in areas deemed appropriate including, but not limited to, client progress, financial expenses, program needs and development, and safety plans.
- Provide ongoing support for the Shelter Advocate on an as-needed basis to maintain the shelter such as screening/intake, 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: [mary@oasisadvocacy.org](mailto:mary@oasisadvocacy.org). This position is open until filled.