



**Job Title:** Corvallis/Lebanon Co-Located Advocate  
**Reports to:** Education and Outreach Manager  
**Status:** Full-time, 40 hours, non-exempt  
**Hours:** Flexible Schedule with a minimum of 30 hours/week dedicated to services to clients referred by ODHS, one 12-hour back-up shift (with a minimum guarantee of 3 hours paid)  
**Funding:** This position is funded by a contract between CARDV and the Oregon Department of Human Services (ODHS)

**Summary:** The primary responsibilities of the Corvallis/Lebanon Co-Located Advocate is to work in partnership with ODHS at the Corvallis and Lebanon offices to provide advocacy services to survivors of domestic violence, sexual assault, stalking, and sex trafficking. Clients are referred by ODHS.

**Essential Duties:**

**Direct Service:**

- Meeting with clients to provide in-person crisis intervention, safety planning, information, and referral, systems advocacy, legal advocacy, follow-up, and/or transportation.
- Completing all data collection, crisis response, and follow-up case tracking forms
- Maintaining up-to-date client files, record of services provided and reporting forms

**Community Relations:**

- Maintaining great work relationships with ODHS and be a liaison between them and CARDV, identifying domestic violence and sexual assault related cases.
- Attending meetings with ODHS staff as requested, to increase resources for survivors
- Problem solving and working in collaboration with DHS staff to solve issues identified in the release of information that is voluntarily agreed upon by the client
- Attending ODHS meetings (staff meetings and Family Decision Meetings) as needed, to increase knowledge of procedures, staff, and operations
- Display an expertise in ODHS programs and procedures
- Display an expertise in Benton and Linn County community resources
- Respond to all referrals, maintain the referral form, and update community partners with any changes to the referral process
- Consulting and training ODHS staff in the dynamics of domestic violence and sexual assault
- Providing training to CARDV staff about ODHS services and program updates

**Education/Experience:**

- BA/BS preferred or equivalent experience in advocacy program for survivors of domestic violence, stalking and sexual assault
- A minimum of 2 years of education and/or experience in assisting clients with domestic violence, sexual assault, stalking or sex trafficking.

**Required Skills/Abilities:**

- Demonstrated knowledge of the dynamics and impact of domestic violence, sexual assault, stalking and teen dating violence and advocacy response to these forms of violence
- Demonstrated understanding of safety planning and necessity of strict adherence to confidentiality
- Ability to provide leadership, remain calm, make decisions, and give clear direction in crisis situations
- Empathy with, and understanding of, survivors of domestic and sexual violence
- Excellent written and excellent verbal communication skills
- Ability to work well both independently and in a team environment
- Microsoft Suites experience
- Must have excellent planning and organizational skills, ability to focus, multi-task and prioritize
- Ability to work effectively with noise and interruptions
- Possess awareness of, and respect for, cultural differences
- Bicultural Spanish/English speaker, preferred

**Additional Requirements:**

- Successful completion of CARDV Advocacy Training Program
- Required automobile transportation, current auto insurance, and valid driver's license
- Maintain certification as an Address Confidentiality Program Assistant
- Complete ODHS mandatory Cultural Competency training

**Supervisory Responsibilities:**

This position has no direct supervisory responsibilities.

**Physical Demands:**

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 50 pounds at times.*

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of essential duties and requirements.

Employee \_\_\_\_\_ Date \_\_\_\_\_