



Position Title: Shelter to Stability Coordinator
Reports To: Shelter and Housing Services Manager
Department: Programs and Services – Housing
Status: NON-EXEMPT - HOURLY
Schedule: 40 hours per week
Salary Range: \$18.81 - \$19.73 per hour to start, depending upon experience
Benefits: Raphael House offers a full range of benefits including generous time off, medical and dental insurance, Simple IRA match, and professional development opportunities.

Application Deadline: Open until filled

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered. If any of the three application materials are missing or incomplete, your submission will not be considered.

For more than 40 years Raphael House of Portland has helped domestic violence survivors and their families find safety, hope, and independence. Our emergency shelter serves individuals and families fleeing intimate partner violence, and we proudly provide family-centered, culturally responsive, and gender-inclusive services. In addition to immediate safety and basic needs, survivors have access to ongoing programs and case management designed to help them achieve permanent housing, employment, and stability. We also work to break the cycle of violence via prevention education and have been providing training in local schools and throughout the community for more than a decade.

Position Summary:

Under the supervision of the Shelter and Housing Services Manager, the Shelter to Stability Coordinator addresses the housing goals, needs, and barriers of domestic violence survivors residing in Multnomah County's three emergency domestic violence shelters – Raphael House of Portland, Bradley Angle, and West Women's and Children's Shelter. This role assists survivors and their families with housing readiness including debt reduction, building networks of support, and connecting with community resources to help them



maintain stability long-term. In addition to supervising a Family Services Advocate, this position facilitates and cultivates a life skills group for survivors with peer mentors and community partners.

Essential Duties and Responsibilities:

- Address housing barrier needs of survivors staying in Multnomah County's three domestic violence shelters. Work closely to help survivor residents clear up credit and pay down debt, and to provide housing resources and referrals. Advocate for survivors as needed throughout this process.
- Assess and determine best use of flexible funding for referred survivors in order to either reduce barriers to being approved for housing or support with move-in costs to a new housing unit.
- Manage client assistance funds provided through the Joint Office of Homeless Services.
- Supervise the Shelter to Stability (S2S) program's Family Services Advocate, who further assists survivors in building long-term stability as they transition from shelter into housing.
- Schedule weekly meetings with survivor residents and advocates at all three Multnomah County domestic violence shelter locations.
- Coordinate and oversee our Survivors are Worthy, Awesome, and Gutsy (S.W.A.G.) Mentor Program:
 - Facilitate regular S.W.A.G. group meetings, engaging survivors from local domestic violence shelters, alongside program mentors.
 - Support survivor mentors who offer insight to S.W.A.G. group members through their unique lens of lived experience.
 - Recruit and vet guest speakers from across the community to present on topics relevant to maintaining stability, including health and wellness, finances, employment, education, etc.
 - Facilitate quarterly mentor gatherings and S2S Advisory Meetings.
 - Coordinate and plan an annual S.W.A.G. Showcase event with program participants, mentors, and guest speakers.
- Facilitate and/or support with providing Rent Well classes for survivors.
- Build and maintain strong relationships with each of the three domestic violence shelter agencies in Multnomah County, in addition to property management staff, landlords, and other local housing resources.
- Interface with community partner agencies and housing resources to provide co-advocacy, warm hand-offs, and supportive services to survivors.
- Maintain records and data collection for federal, state, and other appropriate funding sources. Assist Multnomah County in our



collaborative S2S data sharing project. Make routine reports as assigned.

- Maintain up-to-date knowledge of housing programs and resources in both the domestic violence and homeless service systems.
- Participate in Multnomah County's Coordinated Access system meetings as needed.
- Represent our three local domestic violence shelters at appropriate housing/homeless services meetings in the community.
- Attend and actively participate in regular meetings with other Raphael House staff members and housing community partners as appropriate.

Secondary Duties:

- May be occasionally asked to participate in activities outside typical work hours.
- Other duties as assigned.

Supervisory Responsibilities: Supervise the Shelter to Stability Family Services Advocate.

Competencies Required:

- Passion for Raphael House of Portland's mission and values. A shared commitment to social change, equity, inclusion, and building a future free from violence and oppression.
- Understanding of or commitment to learning about oppression and gendered violence and the impacts of trauma – specifically domestic and sexual violence – including root causes and the intersection of systemic injustices based on race, gender identity, sexual orientation, and ability.
- Proven ability to relate effectively and respectfully with people from diverse backgrounds and of all ages; to promote a culturally diverse and inclusive environment; and to imbed equitable and trauma-informed practices in all aspects of one's role.
- Interest in working with, supporting, and advocating for survivors of domestic violence.
- Familiarity with safety planning and crisis response, in addition to local resources.
- Broad understanding of the responsibilities and complexities of confidentiality.
- Ability to use mature judgement in decision-making or conflict resolution with adult and children and in dealing with uncomfortable situations and conversations.
- Ability to interact professionally, calmly, and equitably and to use supervision appropriately.



- Excellent and demonstrated skills in verbal and written communication, organization, collaboration, and community networking.
- Ability to multi-task and to exercise good judgment in a fast-paced environment.
- Ability to work independently and as part of a team, and to delegate effectively.
- Ability to use Microsoft Office, the internet, and learn new technology as needed.

Qualifications:

- Completion of 40-hour domestic and sexual violence advocacy training within the past five years, OR equivalent to be approved by the Shelter and Housing Services Manager, OR expectation that a provided training will be completed within first six months of employment.
- Bachelor's degree in social work or related field OR at least two years' experience working with survivors of domestic violence OR equivalent work or lived experience.
- At least two years of experience in a leadership and/or supervisory role highly preferred.
- Previous work in a shelter setting highly preferred.
- Lived experience as a survivor of domestic violence highly valued.
- Bilingual/bicultural highly preferred.
- Prior completion of Assertive Engagement and PBIS (Positive Behavioral Interventions and Supports) training, OR expectation that training will be completed within the first six months of employment.
- Current valid ID (driver's license, state ID, or passport) and ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.

Work Environment:

This position will work in a traditional, but fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions and be able to move throughout our building, partner agency locations, and other sites as needed. A domestic violence agency environment can potentially shift from stable to highly-charged and all employees must remain flexible, calm, and creative.

To apply:

Please submit a cover letter, resume, and completed Raphael House employment application (found on our website via the link below) to Christina McGovney at CMcGovney@raphaelhouse.com or mail to 4110



SE Hawthorne Blvd. #503 Portland, OR 97214. **This position is open until filled.** *No phone calls, please.*

You can find our employment application form on our website at <https://raphaelhouse.com/employment-opportunities/>.

We are taking every precaution to protect the health of our staff and survivors in our programs, utilizing the most up-to-date recommendations from experts and carefully adhering to Governor Brown's Executive Order. [Visit our website](#) to learn about the active safety measures we have employed, and how our services and staffing have been adjusted in response to COVID-19.

Raphael House of Portland is an Equal Opportunity Employer

