



**Position Title:** Youth and Family Advocate  
**Reports To:** Youth and Family Services Manager  
**Department:** Programs and Services - YOUTH  
**Status:** NON-EXEMPT - HOURLY  
**Schedule:** 40 hours per week  
**Salary Range:** \$17.50-\$18.36 per hour, depending on 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 40 years Raphael House of Portland has helped domestic violence survivors and their families find safety, hope, and independence. We proudly provide family-centered, culturally responsive, and gender-inclusive services. Our confidential emergency shelter serves individuals and families fleeing intimate partner violence, and is open and staffed year-round, 24 hours a day. Of our eleven rooms, nine are for families and more than half of our residents are children. 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.

**Position Summary:**

Under the supervision of the Youth and Advocacy Services Manager, coordinates activities and provides advocacy services



for youth and families accessing Raphael House programs using trauma-informed best practices.

### **Essential Duties and Responsibilities:**

- With a trauma-informed lens, creates and maintains a safe, engaging, and nurturing environment within our shelter and Advocacy Center where youth of all ages can interact in healthy relationships, play, and feel safe.
- Supports youth participants' social and emotional development by providing a variety of recreational and educational activities, as well as in the moment individualized support and behavior modeling.
- Provides youth and family focused advocacy and case management for survivors residing in our emergency shelter.
- Collaborates with the larger advocacy team to support participant needs including information, referrals, community advocacy, respite care, parenting resources, emotional support, safety planning and assessment, and support navigating community and court appointments.
- Supports the continued agency-wide implementation of PBIS (Positive Behavior Interventions and Supports) and Assertive Engagement strategies.
- Regularly meets with parents to complete and follow up on case management paperwork to assist in achieving family and parenting goals.
- Facilitates individualized and developmentally-appropriate safety planning and support group activities with youth.
- Connects families with community resources including youth and family counseling, education, and childcare.
- Uses agency vehicle to support families with transportation to and from appointments.
- Supports with family outings and fieldtrips.
- Interfaces as needed with community partner agencies to provide co-advocacy, warm hand-offs, and supportive services.
- Keeps current with best practice related to working with youth and families who have experienced trauma, and collaborates



closely with the Youth Advocate team to maintain consistent agency practice.

- Maintains timely and accurate confidential records and data collection for federal, state, and other funding sources. Completes routine reports as assigned.
- Attends and actively participates in agency and community meetings, as appropriate.
- Provides 24 hour back-up for shelter staff via cell phone on a rotating basis.
- Other duties as assigned.

**Supervisory Responsibilities:** N/A

**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 families and children who are survivors of domestic violence and have experienced trauma.
- Knowledge and experience with child development, positive parenting strategies, and supporting family attachment.
- Knowledge of local community and social services resources preferred but not required.
- 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 maintain a calm and positive demeanor under stress, while resolving conflicts, and in our community living environment.
- Excellent interpersonal, verbal and written communication, and organizational skills.
- Ability to be self-directed as well as work collaboratively with our advocate team.

### **Qualifications:**

- Completion of 40-hour domestic and sexual violence advocacy training within the past five years, equivalent to be approved by the Executive Director, OR expectation that training will be completed within first six months of employment (provided internally).
- At least two years' experience working with children and teens in a group setting OR equivalent work or lived experience.
- Bilingual/bicultural highly preferred.
- Lived experience as a survivor of domestic violence highly valued.
- Prior completion of Assertive Engagement and PBIS (Positive Behavioral Interventions and Supports) training, OR expectation that training will be completed after employment.
- Ability to read, write, and understand English.
- Ability to use Microsoft Office, the internet, and learn new technology as needed.
- Current valid driver's license and safe driving record. Willingness to operate agency vehicles, as needed, and ability to commute throughout the Portland metro area and beyond to fulfill job responsibilities.
- Ability to lift up to 40 pounds consistently and be active with young children.

### **Work Environment:**

This position will work in a traditional, but fast-paced setting. Must be able to work under deadlines and under stress-inducing conditions. Must be able to move throughout the building, lift up to 40 pounds consistently, be active with young children, and



operate a vehicle, 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 email cover letter, resume, and completed employment application form (found on our website) to Lindsey Vold, Youth and Family Services Manager, at [lvold@raphaelhouse.com](mailto:lvold@raphaelhouse.com) or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **This position is open until filled.** *No phone calls, please.*

Download 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*

