



- Position Title:** Prevention Education Specialist – Bilingual Spanish-English
- Reports To:** Prevention Education Coordinator
- Department:** Prevention Education Program
- Status:** NON-EXEMPT – HOURLY
- Schedule:** 40 hours per week; some evenings and weekends
- Salary Range:** \$17.50-\$18.36 per hour, depending on experience; additional \$.50 per hour offered for bilingual in English and Spanish (*Bilingual skills are required for this position*)
- 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 Prevention Education Coordinator, the Prevention Education Specialist will support our domestic, dating, and sexual violence primary prevention and intervention programming at assigned Portland Public Schools (PPS) high schools. This position will provide confidential, school-based advocacy to students and deliver trainings and presentations to students, school staff, administrators, and parents/guardians. This role will also participate in the planning, development, and implementation of the Office of Violence Against Women (OVW) grant-funded project expanding our existing confidential advocacy and prevention education efforts within PPS.

Essential Duties and Responsibilities:

- Provide confidential advocacy, individualized support services, and resource referrals to students (primarily victims/survivors of intimate partner and sexual violence) at PPS partner high schools.
- Facilitate educational programming in school classrooms at assigned high schools using curriculum developed by Raphael House of Portland.
- Support in the planning, development, and implementation of our OVW grant-funded expansion of confidential advocacy and prevention education services within PPS.
- Support the Prevention Education Coordinator in working with identified high schools to create and implement primary prevention efforts based on the Healthy Teen Relationship Act (HTRA) requirements.
- Assist in recruitment and training of college and high school-aged Peer Educator volunteers to assist with Prevention Education efforts in local schools.
- Work closely with partner agency representatives, specifically Volunteers of America Oregon, Home Free's Education Specialist.
- Maintain confidential records, collect data, and conduct regular classroom evaluations. Track all activities and hours for grant reporting purposes.
- When appropriate, attend and actively participate in community meetings, staff meetings, and/or committees that focus on prevention, training, and education.



- Identify new relationships for Raphael House through community outreach.

Supervisory Responsibilities: None

Minimum Qualifications:

- 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 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.
- Ability to read, write, and speak both Spanish and English fluently.
- Demonstrated skill, comfort, and passion engaging with youth, including experience with classroom facilitation, delivering a curriculum, discussing relationships and/or sexuality and fielding challenging questions.
- Excellent and demonstrated communication, collaboration, and community networking skills, and comfort working frequently in an out-stationed environment.
- Bachelor’s degree in psychology, social work, education, or related field OR equivalent work experience, lived experience, or education.
- Ability to pass PPS background check and be screened through fingerprinting system as a requirement for working within Portland Public School locations.
- Completion of 40-hour domestic and sexual violence advocacy training within the past five years, OR equivalent to be approved by the Prevention Education Coordinator and the Community-based Programs Manager OR expectation that a provided training will be completed within first six months of employment.
- Flexible and able to prioritize multiple tasks and deadlines individually and as part of a team.



- 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.
- Familiarity with Microsoft Office Suite (specifically Word, Excel, and Outlook).
- Occasionally available on evenings and weekends.

Preferred Qualifications and Skills:

- Knowledge of prevention education, specifically primary prevention, concerning domestic, dating, and sexual violence.
- Experience leading discussions around interpersonal violence, sexuality, and healthy relationships with youth, their school community (including teachers, administration, and coaches), and parents.
- Experience working with the education system – including public schools and school districts – or with a similar large system.
- Experience collaborating with a wide array of community partners, including schools, police, and other non-profit agencies.

Work Environment:

This position will work in a traditional, but fast-paced setting. Candidate must be able to work under deadlines and under stress-inducing conditions, and be able to move throughout our building, schools, and other sites. A domestic violence agency and school 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 form (found on our website at the link below) to Julia Tycer, Prevention Education Coordinator, at jtycer@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 from our website at <https://raphaelhouse.com/employment-opportunities/>.



Safety:

During this pandemic, 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 Orders. 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

This project was supported by Grant No. 2019-CY-AX-0019 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

