



**Position Title:** Youth and Family Advocate  
**Reports To:** Shelter Coordinator  
**Department:** Programs and Services - YOUTH  
**Status:** NON-EXEMPT – HOURLY  
**Schedule:** 40 hours per week; Monday – Friday, including occasional evenings and weekends. Hours to be completed on-site at Raphael House.  
We are taking every precaution to protect the health of our staff and survivors in our programs, including implementing a vaccine mandate for employees. Please read more about our COVID-19 safety measures and changes below [and on our website](#).

**Salary Range:** \$19.50 - \$20.06 per hour, depending on experience; additional \$.50 per hour offered if bilingual in English and Spanish. Raphael House is also temporarily offering a COVID-19 related pay differential of \$2 per hour for shelter shifts, which includes this role.

**Benefits:** Raphael House offers a full range of benefits including 100% employer-paid health, dental, vision, long-term disability, and life insurance; generous time off (with first year accrual totaling up to 27 days); retirement plan contribution match of 3%; an Employee Assistance Program with robust supportive resources; paid volunteer hours; and extensive professional development opportunities.



## **Application Deadline: Open until filled.**

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered.

There is no such thing as the perfect candidate, so please apply even if you don't meet all the requirements. Just use your application materials to share the transferrable skills, experiences, and qualities you bring to the table!

## **About Raphael House**

For more than 40 years, Raphael House of Portland has helped survivors of domestic violence and their families find the safety, hope, and independence they deserve. We proudly provide family-centered, culturally responsive, and gender-inclusive services to a diverse community of more than 900 survivors annually. Our confidential emergency shelter is open and staffed year-round, 24 hours a day and our myriad wraparound programs continue supporting families every step of the way as they go on to build safe futures free from abuse. We couple these direct services with a Prevention Education program that teaches thousands of teens each year about equitable relationships and consent—with the goal of stopping domestic violence before it starts.

## **You'll love working with us because:**

- Our employees have voted Raphael House one of the 100 Best Nonprofits to Work for in Oregon for 6 years in a row! In 2021, we placed 10<sup>th</sup> among medium-sized agencies.
- [Diversity, equity, inclusion, and accessibility are a priority here.](#) We're committed to the ongoing work of sustaining an environment where everyone at Raphael House – staff, volunteers, and survivors – feels safe, empowered, and can thrive.
- We are always learning and changing. Your ideas on how to make Raphael House a better place for survivors and staff really matter. Plus, we offer lots of ongoing training opportunities and



each employee has an annual training stipend. *Last year our team completed over 660 hours of training!*

- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, a meditation and gentle movement group for staff (paid time), and so much more.
- We are a family- and community-centered organization and prioritize supporting staff with work life balance. We also have a culture of gratitude, where your hard work is appreciated!
- You receive gift cards to celebrate both your birthday and work anniversary each year.
- You get to take part in life-changing and life-saving work and help create a world without violence!

### **Position Summary:**

Under the supervision of the Shelter Coordinator, this position coordinates activities and provides advocacy services for youth and families accessing Raphael House's domestic violence services using trauma-informed best practices.

### **Essential responsibilities:**

- With a trauma-informed lens, creates and maintains a safe, engaging, and nurturing environment within our emergency 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 age/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. *Vaccinated Raphael House staff can drive one household at a time while following safety protocols, including wearing masks and keeping windows cracked.*
- 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 practices related to working with youth and families who have experienced trauma, and collaborates closely with the wider 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 day-to-day support in shelter, including answering our house phone and hotline. Additionally provides 24 hour back-up for shelter staff via cell phone on a rotating basis.
- Other duties as assigned.

**Supervisory Responsibilities:** N/A

**What we ask of all candidates:**

- A passion for Raphael House of Portland's mission and values. You want to build a future free from violence and oppression!



- An understanding of - and desire to learn more about - the root causes of domestic and sexual violence, and how injustices intersect based on race, gender identity, sexual orientation, and ability.
- The desire and ability to promote an anti-racist, inclusive, and culturally diverse and responsive environment.
- The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable and trauma-informed practices.
- Interest in working with, supporting, and advocating for adults and children who are survivors of domestic violence and have experienced trauma.
- Ability to maintain the confidentiality of our location and survivors.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills with a sense of humor!
- Ability to work independently and collaboratively with others, including with staff, volunteers, and community partners.
- Ability to use mature judgement in decision-making or conflict resolution with adults and children and in dealing with uncomfortable situations and conversations.
- Ability to maintain a calm and positive demeanor under stress and in our community living environment.

### **Qualifications:**

- Two or more years direct experience working with children and/or teens in a group setting.
- Knowledge and experience with child development, positive parenting strategies, and supporting family attachment.
- Bachelor's degree in social work, education, or related field OR equivalent work experience, lived experience, or education.
- Lived experience as a survivor of interpersonal violence and/or trafficking highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual English-Spanish speakers.*
- Knowledge of local community and social services resources preferred but not required.



- Proficient with Microsoft Office Suite (specifically Word, Excel, and Outlook) and ability to learn new technology as needed.
- Completion of 40-hour domestic and sexual violence advocacy training, or equivalent to be approved by the Executive Director OR expectation that training will be completed within first six months of employment (provided).
- Ability to read, write, and understand English.
- 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.
- Occasionally available on evenings and weekends.

### **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 while wearing a face covering whenever in community spaces or around others. Must be able to lift at least 40 pounds, be active with young children, operate a vehicle, and move throughout our building, schools, 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 form (found on our website at the link below) to Bethany Katter, Shelter Coordinator, at [bkatter@raphaelhouse.com](mailto:bkatter@raphaelhouse.com) or mail to 4110 SE Hawthorne Blvd. #503 Portland, OR 97214. **The position is open until filled.** No phone calls please, except to request a reasonable accommodation for a disability at (503) 243-5136.

Download our employment application form from our website at <https://raphaelhouse.com/employment-opportunities/>.



*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.*

**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. We have adopted a vaccination mandate for all employees that includes options for accommodations. [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***

