



Position Title:	Overnight Advocate
Reports To:	Shelter Manager
Department:	Shelter
Status:	NON-EXEMPT – HOURLY
Schedule:	40 hours per week; 3 days a week from 8pm-8:30am, and encouraged to join weekly team meeting Wednesdays from 11am-1pm. Thursday, Friday and Sunday are the current shifts available. Hours to be completed on-site at Raphael House’s confidential location.
Salary Range:	\$25.50 to \$26.90 per hour, depending on experience (above \$26.06 per hour reserved for those who exceed Qualification criteria for position); additional \$.50 per hour offered if bilingual in English and Spanish. <i>Hiring wage is determined using a standardized process that considers employment and lived experience, applicable knowledge and skills, training, and education. Staff are paid monthly.</i>
Benefits:	Raphael House offers a full range of benefits including 100% employer-paid health, dental, vision, long-term disability, and life insurance; FSA (Flexible Spending Account) with \$500 annual Employer contribution; generous time off (with first year accrual totaling up to 30 days); retirement plan contribution match of 3%; an Employee



Assistance Program with robust supportive resources; and extensive professional development opportunities.

Position Summary:

Under the supervision of the Shelter Manager, this position addresses the needs of domestic violence survivors in an emergency shelter setting using trauma-informed best practices.

Application Deadline: Open until filled.

Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. There is also 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!

Cover letter, resume, and completed Raphael House employment application form must all be received in order to be considered.

About Raphael House:

Since 1977, 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 1,800 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 7 times! In 2023 and 2021 we placed in the top 15th amongst medium-sized agencies. We were also named one of the 100 Best Green Workplaces in 2024, 2021, and 2019.



- [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.
- We value self-care and taking breaks. In addition to generous paid time-off, we have a Wellness Committee dedicated to supporting staff, 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!

Essential Overnight Advocate responsibilities:

- Provides information and referral, advocacy, support, and safety planning for residents in our emergency shelter and for the public via our 24-hour hotline.
- Participates with other staff members and volunteers in providing a safe, respectful, and clean atmosphere in the shelter.
- Supports with turnover of participant rooms after exit.
- Facilitates screening process for prospective participants.
- Provide transportation in agency vehicles as needed.
- Ability to respond to and manage crisis situations and maintain facility safety.
- Collects general history from survivors in our shelter including family information, abuse history, immediate and long-term needs, and goals.
- Addresses participant requests on a daily basis including provision of information and referrals, community advocacy, emotional support, basic and immediate needs, and assistance with safety planning.



- Maintains confidential client records and data collection for federal, state, and other appropriate funding sources. Makes routine reports as assigned.
- Tours shelter regularly to ensure safety by checking locks, alarms, phones, and utilizing other safety features.
- Cleans and organizes shared spaces. Stocks and rotates community items and helps with facility's laundry.
- Facilitates evening programming as appropriate.
- Updates community boards with info regarding staffing, visitors, and events.
- Collaborates with team members and attends appropriate meetings to provide consistency in services for all residents of our emergency shelter.
- If bilingual, provides English to Spanish and Spanish to English translation and interpretation, as needed.
- 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 existing understanding of – and/or a 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.
- Ability to maintain the confidentiality of our location and survivors.
- Interest in working with adults and children who are survivors of domestic violence and have experienced trauma.
- Excellent and respectful interpersonal, verbal, and written communication and organizational skills.
- Flexible and able to prioritize multiple tasks and deadlines.



- Ability to work independently and collaboratively with others.
- 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.
- Legal authorization to work in the United States.

Qualifications:

- At least 2 years of experience working with domestic violence survivors or youth and families OR equivalent work or lived experience.
- Lived experience as a survivor of interpersonal violence highly valued.
- Bilingual/bicultural highly preferred. *Additional \$.50 per hour offered for bilingual Spanish-English speakers.*
- Previous work in a shelter setting highly preferred.
- 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 month of employment (provided internally).
- Prior completion of [Assertive Engagement and PBIS](#) (Positive Behavioral Interventions and Supports) training, OR expectation that training will be completed within first month of employment (provided internally).
- Ability to use Microsoft Office Suite, the internet, and to learn new technology as needed.
- **Driver's license preferred.**
- Ability to lift up to 40 pounds consistently and be active with young children.

Work Environment:

This position will work in a fast-paced setting. Candidate must be able to work under deadlines and stress-inducing conditions. Must be able to move throughout our building, partner agency



locations, and other sites. 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 application form to: Phoebe O'Meara, Shelter Manager: pomeara@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) 243-5128.*

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.

COVID-19 Safety:

We are taking every precaution to protect the health of our staff and survivors in our programs, utilizing the most up-to-date recommendations.

Raphael House of Portland is an Equal Opportunity Employer

Did you notice our font is large? This is done for accessibility purposes; it is recommended to use at least 14pt font size.

