

## SAVING GRACE JOB DESCRIPTION



POSITION:	Deschutes County Bilingual Courthouse Advocacy Program (CAP) Coordinator
REPORTS TO:	Mary's Place & Courthouse Program Director
STATUS:	35 hours per week, Non-exempt
OBJECTIVE:	Provide bilingual (Spanish) advocacy and service coordination at Deschutes County Courthouse for Courthouse Advocacy Program (CAP)
WAGE/BENEFITS:	Generous Wage and Benefit Package

### DUTIES

Responsibilities include but are not limited to:

#### DIRECT SERVICE COORDINATION:

1. Coordinate M-F restraining order clinic at the Courthouse in collaboration with Bilingual Courthouse/Mary's Place Legal Advocate, other SG staff and volunteers.
2. Provide assistance with restraining orders, contested restraining orders, stalking orders and custody/dissolution paperwork as needed for survivors of domestic violence, sexual assault and stalking with priority given to Spanish-speaking and Latino survivors and survivors living in poverty.
3. Provide information regarding the court process and attend hearings with survivors as needed.
4. Provide referrals to Saving Grace and other services including emergency shelter, supervised visitation & safe exchange at Mary's Place, counseling, legal assistance and other community resources.
5. Act as a liaison between Legal Aid and other low-cost legal and immigration related assistance for underrepresented eligible survivors.
6. Provide culturally sensitive and appropriate services to Spanish speakers, including connecting Spanish speakers with court-appointed interpreters.
7. Along with Legal Advocate Team, provide legal advocacy training and case support to other SG advocates as capacity allows.
8. Participate in overnight backup to SG helpline including hospital response.

#### COURT & COMMUNITY COLLABORATION:

1. Meet weekly with CAP Program Director for project coordination and support
2. Meet quarterly with MOU partners Court, Legal Aid and CAP Program Director for project coordination and progress towards CAP outcomes
3. Participate in quarter coordination meetings with Legal Aid and SG Legal Team
4. Collaborate with SG Legal Advocates, SG Bi-lingual Advocates, Courthouse staff and community partners to provide optimal advocacy services for survivors seeking assistance at the courthouse, with priority given to Spanish-speakers and survivors.
5. Provide outreach to community partners who work with Latino community including presentations on CAP program and other SG resources for Spanish-speaking and Latino survivors.

#### VOLUNTEERS:

Coordinate and train Saving Grace volunteers who assist with filling out and filing of protective orders at the Courthouse and other SG program locations.



#### ADMINISTRATION:

1. Keep accurate, timely statistical records of services provided.
2. Provide assistance with grants and statistical reports, as required.
3. Develop and/or acquire resource materials.
4. Maintain office appearance and upkeep.
5. Schedule hours to provide regular, adequate coverage of CAP office.

#### OTHER DUTIES:

1. Attend Saving Grace all-staff and other team meetings including SG Legal Team.
2. Attend additional educational opportunities, as needed or requested.
3. Assist with special projects as assigned.

### QUALIFICATIONS

#### EDUCATION and/or EXPERIENCE

One to two years working on domestic violence issues, social services, or related work/lived experience including understanding of needs of immigrant communities, communities of color and at-risk families. Proven experience with team leadership or program coordination. Knowledge of civil legal and court systems desirable.

#### LANGUAGE SKILLS

Ability to fluently speak and read/write in Spanish and English; accurately translate from Spanish to English, English to Spanish. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals for compiling statistical reports.

#### REASONING ABILITY

Ability to solve complex problems, respond quickly in crisis and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in writing, orally, or by diagram.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear while communicating verbally with individuals in person or on the telephone. The employee frequently is required to sit while doing peer counsels or taking hotline calls. The employee is occasionally required to stand; walk; use hands; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds of equipment and/or supplies. Specific vision abilities required by this

job for driving and computer work include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.



## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, as exists in a typical business place with ringing phones, many people speaking at once, copiers, fax machines and printers.

## WORKING CONDITIONS

Involves exposure to violence, often including graphic descriptions of crimes against children and adults. Hotline back-up shifts occur weekends and/or evenings.

## INTERPERSONAL

Ability to communicate professionally and effectively, act professionally and ethically at all times and maintain positive and productive working relationships with colleagues. Well-organized, flexible, and able to function independently. Ability to maintain a non-judgmental attitude when working with others whose values and beliefs may be in contrast to the advocate's values and beliefs, maintain confidentiality, be able to function under stressful conditions, be able to work independently, consistently demonstrate effective listening skills and common sense. Tolerant of frequent interruptions. Must demonstrate a courteous, caring and understanding attitude towards clients, co-workers, visitors, other agencies' personnel, and volunteers.

## PREREQUISITES

1. Demonstrated ability to work respectfully with a broad range of people from diverse backgrounds, cultures and life experiences.
2. Awareness of how racism, sexism, classism and other oppressions impact institutions and survivors.
3. Flexibility and sense of humor.
4. Ability to organize program details.
5. Ability to work under stress and respond effectively to crisis situations.
6. Ability to demonstrate initiative and handle a diverse workload.
7. Good problem solving skills.
8. Reliable, responsible, energetic.
9. Ability to practice and demonstrate good self-care to address job stress.
10. Proficiency on appropriate software and Internet.

## REQUIRED FOR HIRE

1. Complete Saving Grace 40-hour training or equivalent (note: can be completed after hire)
2. Pass criminal background check, other background checks as required.
3. Sign binding confidentiality agreement.
4. Valid Oregon Drivers License and reliable, insured vehicle.

Saving Grace is committed to equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, or veteran status. In addition to federal law requirements, Saving Grace complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.