

Job Opening

Healthy Relationship Coordinator

Job Type

Full-time, Exempt Position

Published:

03/30/2018

Application Deadline:

04/20/2018

Minimum Education Required

4-year degree

Location

Public Office

1202 SE Douglas Ave

Roseburg OR 97470



Battered Persons' Advocacy (BPA) is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education and empowerment.

BPA values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. *Survivors and people from historically marginalized communities are strongly encouraged to apply.*

Please submit an application packet containing: cover letter and resume to the Executive Director. Please highlight any experience that specifically addresses the essential functions of this position. **This position is open until filled. First screening begins April 20, 2018.** To submit an application electronically, email melanie@peaceathome.com with the position title in the subject line. To submit your application via postal service, please send it to: PO Box 1942, Roseburg OR 97470.

Goal Statement: The Healthy Relationship Coordinator is a community-based, professional position, responding to healthcare community partner programs. The Healthy Relationship Coordinator is responsible for direct client services for victims of domestic/sexual violence and stalking, program development, and maintaining partnerships with healthcare providers.

The Healthy Relationships Coordinator must be capable of and consistently exhibit:

- Ability to perform crisis intervention and work with trauma survivors
- Self-Awareness of personal issues when interacting with trauma survivors/clients
- Ability to effectively communicate both verbally and written
- Ability to resolve conflict effectively
- Self-motivation and the ability to work with minimal supervision

- Leadership skills, with the ability to motivate and coordinate
- Ability to be culturally agile and work effectively with underrepresented populations
- Ability to represent the agency in professional manner
- Effective time management skills and the ability to prioritize
- Compassion and empathy, understanding, patience when dealing with others
- Flexibility, ability to adapt to change
- Work actively to promote team cohesion and productivity
- Facilitate community meetings

Job Functions & Responsibilities:

Client Services

- Answer crisis line calls and respond to phone referrals from providers
- Provide in-person safety planning with danger assessment, peer counseling, resource and referral
- Understand and comply with advocate confidentiality and privilege
- Offer direct assistance which will enhance safety e.g. transportation, door locks, emergency shelter
- Provide other advocacy with hospital/clinic social worker and/or transitions team
- Accompany clients to medical appointments
- Maintain knowledge of how to apply for public benefits i.e. OHP, SNAP, and TA-DVS
- Consult with medical professionals to coordinate services and provide education/technical assistance to improve interventions with survivors
- Network with other community agencies on behalf of survivors
- Refer clients to other BPA programs including but not limited to DHS Advocate, Safer Futures Advocate, Transition Housing Advocate, Legal Advocate
- Provide information/education to clients around ACEs and the health effects of trauma
- Identify and coordinate training for healthcare providers on issues around family violence, sexual assault and stalking, Adverse Childhood Experiences, and Trauma-Informed Care
- Coordinate leadership team meetings and up-date action plans

Personnel & Teamwork

- Work actively to promote team cohesion and productivity
- Participate with the leadership team to improve protocols that support survivors within healthcare settings
- Participate in staff meetings and functions and engage in professional development activities

Program Development

- Develop procedures or practices to meet both program objectives and survivor's needs
- Provide outreach and community education within the healthcare community

Resources & Administrative

- Actively consider costs (time, money and materials) when performing essential duties
- Maintain statistics and documentation promptly and accurately
- Report program challenges, successes, and needs to the Executive Director

Qualifications and Skills:

- Experience providing advocacy
- An understanding of the healthcare system and how to interact with system partners effectively while maintaining confidentiality and role of the community based advocate
- An understanding of how anti-oppression work intersects with intimate partner violence
- Skills to coordinate team leader meetings and cultivate/sustain community partnerships
- Bachelor's Degree in healthcare, social work or related fields

Other Requirements

- Ability to occasionally travel within and outside of Oregon State. Must have current driver's license and proof of car insurance. BPA will request a driving record at no cost to the applicant.
- Required to be available by phone for certified advocates responding to crisis calls.
- Ability and willingness to be on call, work weekends and evenings is required
- Must be able to exchange accurate information. The person in this position frequently communicates with clients, peers, community partners
- Adheres to all agency policies and practices.
- Current criminal background/fingerprint check and pre-employment drug screening required.
- Other duties may be assigned by Executive Director