

Job Opening

Youth Services Coordinator

Job Classification:

Non-Exempt

Salary:

\$20.30-\$25.40

Education

BA/BS Preferred

Location

Roseburg OR 97496



Peace at Home
ADVOCACY CENTER

Peace at Home Advocacy Center 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. Peace at Home 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.*** To apply email your resume and cover letter to melanie@peaceathome.com.

Summary: The Youth Services Coordinator primarily works with youth ages 13-24 in Douglas County. The Youth Services Advocate will have good working relationships with community partners who serve youth and will provide services and healthy relationships education within youth programs, including Umpqua Community College. The Youth Services Coordinator is responsible for outreach, prevention programming, and direct client services for survivors of family violence, sexual assault, stalking and human trafficking.

Job Functions & Responsibilities:

- Crisis intervention services in-person and through the 24/7 Crisis Line including safety planning, peer counseling, resource and referral, access to housing, food, clothing, etc.
- Assist with meeting needs of youth and children in shelter and transitional housing, including but not limited to healthy relationship workshops, providing advocacy services, support groups, etc.
- Understand and comply with State and Federal advocate confidentiality and privilege laws
- Offer direct assistance which will enhance safety e.g. transportation, door locks, emergency shelter, medical accompaniment
- Maintain knowledge of how to apply for public benefits and access to education
- Accompany survivors to report (law enforcement and the Title IX office/s) and Sexual Assault Forensic Exams as requested by survivor
- Facilitate age-appropriate educational, healthy relationships workshops for youth
- Assist in implementing and/or facilitating bystander intervention programs with community partners who serve youth Program Development
- Proactively identify ways in which the health and well-being of youth survivors, specifically youth with marginalized identities (LGBTQ+, youth of color, etc.), in Douglas County can be improved; work in collaboration with schools, Community College, and other youth-based programs, to implement changes and programs to improve the experiences of youth survivors in our community

- Build social resilience for youth by strengthening relationships among community members, community-based programs (i.e. Creating Community Resilience) and schools
- Implement primary prevention program for youth in Douglas County, and implement at youth focused agencies (i.e. youth shelter, Peace at Home Shelter, K-12 Schools)
- Participate in Equity Team, Sexual Assault Response Team, Task Force on Family Violence and Creating Community Resilience meetings
- Provide training opportunities to Peace at Home and other community partners on youth survivor needs/experiences, etc.
- Participate with the leadership team to inform policies that support young survivors
- Participate in staff meetings and functions and engage in professional development activities
- Actively consider costs (time, money and materials) when performing essential duties
- Statistical/narrative reports and client feedback surveys are completed promptly and accurately
- Report program challenges, successes, and needs to the Executive Director

Qualifications and Skills:

- Demonstrate knowledge of the dynamics of family violence, sexual assault and stalking
- Skills to coordinate meetings and cultivate/sustain community partnerships
- Experience providing trainings and/or presentations
- Foundational knowledge about prevention programming preferred
- Experience working with youth (13-17 and/or 18-24) preferred
- Proficient with Microsoft Office specifically Word and Excel, and working knowledge of cloud-based business applications
- Demonstrates effective, trauma informed interpersonal, oral, and written communication skills
- Ability to learn grant reporting requirements and meet deadlines

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate but varies based on location and activity.

Other Requirements

- Ability to occasionally travel within and outside of Oregon State. Must have a passing driving record, current driver's license and proof of car insurance
- Adheres to all agency policies and practices
- May be required to be on-call on weekends, evenings and holidays; being on-call may be as frequent as 7 days per month, depending on staffing it may be more or less frequent
- Willingness to work flexible hours to meet deadlines

Peace at Home Advocacy Center is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.