



Community Works Bilingual Victim Advocate – at Medford Police Department

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Provide support and advocacy to victims of domestic violence, sexual assault, dating violence, and stalking through the Medford Police Department.

QUALIFICATIONS (Education, Training and Experience):

- Prefer Bachelor's Degree in Psychology, Women's Studies or related field.
- Minimum one year working with people in crisis.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Bilingual, Spanish-English required, bicultural.
- Driving is a requirement for this position, and a good driving record and a valid driver's license is required.
- Personal auto insurance required with personal liability for Bodily Injury are \$100,000 each person, \$300,000 each occurrence.
- Must successfully pass a Background and Abuse Check.
- Experience and/or knowledge of law enforcement system preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to handle confidential information with integrity regarding agency and program plans, policies, strategies, and client information. Understands information is not to be disclosed within or outside the agency.
- Culturally competent and sensitive.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Able to work in a high stress environment with people of diverse populations.
- Able to deal effectively with crisis situations.
- Ability to recognize and value differences related to culture, age and personal experience.
- Ability to establish and maintain frequent positive communication with team members, share information willingly, accept and provide feedback in a supportive, non-judgmental manner.
- Ability to respect and value different work styles.
- Value a nurturing environment as the ideal.
- Conviction about the capacity for people to change and grow.
- Interpersonal and conflict resolution skills providing patience, understanding and compassion to clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving victims of dating violence, domestic violence, sexual assault, and stalking.
- Knowledgeable about the social and cultural characteristics of the service population.
- Minimize interference of personal and work-related problems.
- Ability to work collaboratively with law enforcement.
- Ability to set and maintain boundaries.
- Good organizational and time management skills.
- Ability to function with minimal supervision, take initiative and act creatively.
- Strong public speaking skills helpful.
- Ability to work amicably with diverse agencies, and establish and maintain open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job).

- Promote the Agency in a positive manner.
- Maintain confidentiality.

- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners and community members.
- Maintain a positive, professional demeanor.
- Serve as a liaison between Medford Police Department personnel and Victim Services staff, and be available to each for on-going training and consultation.
- Provide peer support, information, referral, advocacy and crisis intervention counseling by phone and in person to victims of domestic violence, sexual assault, dating violence and stalking.
- Provide advocacy to victims, English or Spanish speaking, of domestic violence, sexual assault and stalking.
- Accompany MPD Officers to visit victims.
- Review police reports and contact the victims of domestic violence, sexual assault, dating violence and stalking.
- Complete Community Works' Domestic Violence and Sexual Assault Victim Services training and participate in any relevant Medford Police Department procedures or protocol trainings.
- Attend monthly Sexual Assault Response Team meetings.
- Understand and communicate protective order processes.
- Attend monthly Jackson County Council Against Domestic & Sexual Violence meetings/subcommittees as determined appropriate.
- Submit complete domestic violence and sexual assault reports and monthly statistical reports according to agency requirements.
- Participate in Domestic Violence and Sexual Assault Awareness Month Activities.
- Participate in the scheduling and teaching of Spanish language Alternatives to Violence class.
- Position may require transportation of clients.
- Attend monthly Victim Services all-staff in-service trainings.
- Attend weekly Victim Services Outreach and Sexual Assault staffing meetings.
- Other duties as assigned.

Position Name: Medford Police Department Bilingual Victim Advocate

Department: SAVS, Victim Services

Supervisor: Program Manager

Revision Date:

FTE: 1.0, Full Time

☐ Exempt ☒ Non-Exempt

Position #: 1603-520WA

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer