



Medford Police Department Bilingual Victim Advocate

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):

- Bachelor's Degree in Psychology, Women's Studies or related field preferred.
- Minimum one year working with people in crisis.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Bilingual, Spanish-English required, bicultural strongly preferred.
- Driving is a requirement for this position.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Understanding of domestic violence, sexual assault, oppression and related issues.
- Must be culturally competent & sensitive.
- Able to work in a high stress environment with women and children of diverse populations.
- Able to deal effectively with crisis situations.
- Ability to recognize and value differences related to culture, age and personal experience with team members and clients.
- 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 work styles that differ from our own.
- Value a nurturing environment as the ideal.
- Conviction about the capacity for people to change and grow.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Knowledgeable about the legal and civil rights relevant to serving victims of domestic violence.
- Knowledgeable about the social and cultural characteristics of the service population.
- Minimize interference of personal and work-related problems.
- Able to handle confidential information with integrity.
- Ability to work collaboratively with other personnel or professionals.
- Ability to set and maintain limits.
- Good organizational and time management skills.
- Good interpersonal skills and conflict resolution skills.

- Ability to function with minimal supervision, take initiative and act creatively.
- Strong public speaking skills helpful.
- Ability to collaborate with law enforcement, school districts, and communities at large.
- Ability to work amicably with diverse agencies.
- Ability to 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 to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Promote the agency in a positive manner to fellow staff and the community.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Maintain confidential information concerning the agency, clients, and program organizational plans, policies and strategies.
- 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.
- Primary provision of follow-up to victims of sexual assault.
- Provide follow-up services to victims of domestic violence.
- Accompany MPD Officers to visit victims of domestic violence.
- Provide on-call coverage for the Sexual Assault Victim Services Program.
- Provide advocacy to Spanish-speaking victims of domestic violence, sexual assault, dating violence and stalking.
- Review police reports and contact the victims of domestic violence, sexual assault, dating violence and stalking.
- Complete Community Works' 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.
- Go on ride-alongs with Medford Police Department Officers as needed or appropriate.
- Attend the Jackson County Council Against Domestic and Sexual Violence meetings and selected subcommittees.
- Submit completed sexual assault reports and other reports as needed.
- Participate in Domestic Violence and Sexual Assault Awareness Month Activities.
- Participate in the scheduling and teaching of Spanish language Alternatives to Violence class.
- Provide back-up support to staff on a rotating basis.
- Position may require transportation of clients.
- Attend monthly Victim Services all-staff in-service trainings.
- Attend weekly Dunn House Outreach and Sexual Assault Victim Services staff meetings.
- Collect quarterly statistics and assist with written progress reports.
- 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 #: 1518-520WA

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