

# womenspace

## END THE SILENCE

**Job Title:** Bilingual (Spanish-Speaking) IPV Specialist at DHS CW

**Supervisor:** Urban Services Manager

**Location:** Off-site (DHS offices in Lane County and home visits)

**Shift:** Primarily M-F 9am-5pm, Varies Based on Supervisor Discretion

**Employment status:** 40 hours/week, non-exempt, 13.50-15.50 +benefits

**Summary:** Work as a part of a team with DHS to provide information, system navigation, support, and advocacy to DHS (CW) clients regarding the effects of intimate partner violence (IPV) so that they understand this issue and are able to provide adequate protection and support for their children. Facilitate support groups and education classes as needed. Maintain participant confidentiality. Work with Womenspace staff to provide a safe and healthy environment for all personnel and participants. Collaborate with community agencies and businesses

### **Essential Duties and Responsibilities:**

- Assist DHS/CW staff in identifying survivors of intimate partner violence (IPV).
- Assist referred DHS/CW clients, at their request, to navigate through DHS/CW services, procedures and branch office processes by facilitating survivor-led communication.
- Provide culturally appropriate crisis intervention and advocacy for IPV survivors, including referral to emergency shelter, safety planning, follow-up services, assistance with restraining orders, peer support, parenting support and information on and referrals to community resources that provide services in a manner sensitive to IPV clients.
- With appropriate, client requested, release of information, problem solve and work in collaboration with DHS/CW staff to solve issues specifically identified in that release
- Maintain ongoing communication and coordination with DHS/CW staff, Womenspace staff and other community service organizations.
- Coordinate with Womenspace program staff for additional support and services.
- Provide educational information and outreach in the form of networking with local individuals and organizations.
- Provide information about legal remedies and resources, including information about the availability of protective orders.
- Attend/participate in all CW meetings and accompany the CW intake workers to home visits.
- Facilitate/provide informative training to DHS staff about IPV and Womenspace services.
- Support DHS SSP clients who are Spanish-Speaking and collaborate with those staff.
- Collaborate with agency personnel to increase cultural competency when working with survivors from diverse backgrounds and underserved communities.
- Work closely with community partners to identify needs specific to Spanish Speaking populations.
- Ensure that all the DHS offices have current materials regarding Womenspace services in English and Spanish.
- Facilitate support/education groups as needed.
- Assist with training of staff and volunteers as needed.
- Attend required staff and team meetings.

- Appropriately manage confidential information and paperwork
- Maintain accurate paperwork, statistics and fiscal documentation.
- Provide weekly crisis line shift coverage as required
- Other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the dynamics and impact of intimate partner violence (IPV) including the effect on children and parenting.
- Knowledge, experience, and ability to work with people from diverse backgrounds and underserved communities.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and presents a calm approach to crisis situations.
- Ability to work independently, multi-task and prioritize work appropriately
- Ability to seek out community resource information relevant to survivors of intimate partner violence (IPV) working with DHS.
- Highly skilled in oral and written communication and active listening; ability to demonstrate survivor-led communication and interaction.
- Ability to provide advocacy by phone and in person; maintain a survivor-centered focus.
- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.
- Ability to provide informative DHS presentations about (IPV) and Womenspace services.
- Familiarity with DHS offices and the importance of collaboration
- Must be well organized, creative, empathetic, and people oriented.

### **Qualifications:**

- Commitment to the Womenspace Mission.
- Written and spoken bilingual fluency in English/Spanish required.
- Must have 2 years of experience working with survivors of intimate partner violence (IPV)
- Must have current insurance coverage and a valid driver's license.
- Pass background check and department of motor vehicle driving record review.
- Successful completion of the Womenspace training program within the 3 years or active employment. (Includes the 32-hour DHS training and onsite shadowing). **Can be completed after hire**

### **Application Procedure:**

- Visit our website [womenspaceinc.org](http://womenspaceinc.org) to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to [humanresources@womenspaceinc.org](mailto:humanresources@womenspaceinc.org) (Submitting in person also accepted).
- Open until filled.

**The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.**