Position Announcement
Healing Roots Program Coordinator

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ programming, Healing Roots (a culturally-specific program for African American survivors), group support, emergency shelter and youth and family supports. We are accepting applications for the Healing Roots Program Coordinator position, based out of the Bradley Angle Resource Center. The ideal candidate will have experience providing culturally-relevant support and advocacy to Black & African American communities who have been impacted by domestic violence. If you have experience working with/within these communities, domestic violence survivors, and want to be part of a dynamic and growing organization with a strong legacy of innovation, then we want to hear from you!

STATUS: Full time, 1.0 FTE
SALARY: $19/hour; Medical, Vision, Dental insurance; Simple IRA, EAP, generous paid time off package
HOURS: 40 hours per week, variable
SUPERVISOR: Programs & Services Director
OBJECTIVE: To provide appropriate coordination of culturally-specific services, to Black and African American survivors of domestic violence.

DUTIES/RESPONSIBILITIES:

Coordinate and Provide Direct-Advocacy for Black and African-American survivors at Resource Center and Emergency Shelter
- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, Bradley Angle Ethical Commitments and Bradley Angle Organizational Values.
- Provide short-term crisis intervention and long-term culturally-responsive advocacy to assist participants in the identification and achievement of participant-directed and participant-driven goals. This may require home visits and other forms of mobile advocacy.
- Advocate for Healing Roots participants by coordinating and documenting services, conducting regular follow ups and providing accurate information and referral.
- Document services provided using Bradley Angle file standards and comply with program reporting requirements and funder documentation standards (including Service Point entry and written documentation).
- Coordinate Healing Roots associated programming to ensure participants have access to the appropriate services. This includes knowledge of resources available to Healing Roots participants, referral to appropriate Healing Roots staff member and facilitating monthly Healing Roots team meeting.
- Ensure Healing Roots Program service documentation meets Bradley Angle file standards and complies with program reporting requirements and funder documentation standards. Review monthly Service Point reports to ensure contractual compliance.
- Coordinate Healing Roots Support Group and other relevant workshops, trainings and classes, including participant recruitment and screening, curriculum planning and events logistics.
- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Attend required meetings, trainings, and workshops at Bradley Angle.

Develop and Provide Support and Training Internally and Externally
• Provide training and technical assistance to volunteers, staff, community partners, and accommodate external training requests as schedule allows.
• Offer co-advocacy in partnership with other Multnomah County domestic violence and sexual assault programs and shelters.
• Build and maintain partnerships in the community that enhance and strengthen resources available to participants and help promote/advertise program offerings.
• Maintain effective communication with all Bradley Angle staff to ensure seamless service delivery for all participants, including participation in monthly Advocate and shelter site meetings.
• Advocate for culturally specific/relevant services for the Black community within the larger agency, community and domestic violence movement.

Staff and Intern Supervision
• Supervise sub-contractual facilitators with the Programs & Services Director.
• Provide supervision and/or co-supervision of Healing Roots associated staff.

Coordinate Healing Roots Community Advisory Committee
• Coordinate the Healing Roots Community Advisory Committee, including recruitment, scheduling, task management and community assessment.
• Support Healing Roots Community Advisory Committee members in self-directed projects such as speaking, training, outreach, fundraising, and more.
• Evaluate and assess Healing Roots program and facilitate program updates or changes. Utilize measurable outcomes tool and community needs assessment for program evaluation.

QUALIFICATIONS:

All employees are expected to demonstrate:
1. Ability to relate to individuals from diverse backgrounds.
2. Reading and writing skills which include the ability to access and utilize a variety of resource materials in a timely manner and an ability to maintain accurate records.
3. Respectful listening and verbal communication skills.
4. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
5. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
6. Understanding the intersectionality between domestic and sexual violence, racism, poverty, trauma and other forms of oppression.
7. Ability and willingness to work as part of a team.
8. Working knowledge of computers.

Additional required and/or preferred qualifications for this position:
1. A degree in social work or related field; or at least four years relevant experience in direct service with marginalized communities required (impacted by racism, homophobia, poverty, alcohol and drug abuse, domestic violence, etc.).
2. Two years of experience coordinating programs, preferably in a non-profit setting.
3. Lived experience and or direct work with the Black African American community required.
4. Understand the historic and current racism distinctly experienced by the African American Community and the community's distinct strengths and coping responses.
5. One year of experience working with survivors of domestic violence preferred.
6. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
7. Effective crisis intervention and conflict resolution skills.
8. Ability to organize and prioritize multiple tasks.
9. Ability to work independently, and as part of a team.
10. Valid driver’s license and reliable motorized vehicle preferred.

APPLICATION PROCESS
Please review the qualifications we are looking for and take the time to look at our website to become familiar with our mission and programs. We want to read cover letters and resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this position announcement.

Send your resume and cover letter to jobs@bradleyangle.org. Include Healing Roots Program Coordinator in the subject line. Applications will be reviewed on a rolling basis. We will contact qualified candidates as applications are submitted to schedule the first round of interviews.