



Healing Roots 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 including Economic Empowerment, Housing assistance, Marsha's Folx (a culturally-specific program for LGBTQ+ survivors), Healing Roots (a culturally-specific program for African American survivors), and Emergency Based Shelter Services.

We are accepting applications for the Healing Roots Coordinator position. The ideal candidate will have experience providing culturally-relevant support and advocacy to Black & African American communities who have been impacted by domestic violence, tracking metrics, running support groups, and supervising others. We need someone who is reliable, hardworking, and able to thrive in environments where there is change happening often. This position will need to work on site when needed and remotely. This position requires being able to meet with participants. Therefore, driving and a valid driver's license is required.

This is a culturally-specific program. Lived experience and/or direct work with Black and African American communities is required. Bradley Angle strives to have our staff reflect the diversity of our community, and we are committed to eliminating barriers to employment that many members of our community face. Bradley Angle does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. We strongly encourage people of color and people with lived experiences of domestic violence to apply.

**In order to work at Bradley Angle, the candidate must (a) be fully vaccinated OR (b) have received medical or religious exemptions if unvaccinated. Documentation is required from Multnomah County and will be requested.

STATUS:	Full time, 1.0 FTE
SALARY:	\$22.17 / hour; Medical, Vision, Dental insurance; Simple IRA, EAP, generous paid time off package
HOURS:	40 hours per week, variable
SUPERVISOR:	Programs & Services Director; People & Culture Program Manager



Responsibilities and Duties:

PROGRAM MANAGEMENT (35%)

- Monitor progress of programmatic goals, and collaborating with Director team to establish goals annually.
- Supervise Advocates (2) by scheduling and facilitating weekly supervision sessions to ensure program needs & goals are being met.
- Hold all team members accountable by coaching and executing disciplinary actions when necessary.
- Recruit, hire, and train advocates when and if there are vacancies within the program.
- Manage, document, and report all participant grievances to the Programs & Services Director.
- Managing contractors of the program by processing/verifying invoices, checking in, and hiring/screening.
- Organize and run Healthy Relationship Workshops and Parent Empowerment Support groups. Start other support groups and workshops as needed by participants.
- Monitor all expenditures, including participant assistance, supplies, and contracted services to ensure that the program doesn't overspend or underspend. Assist mentors in understanding the budget.
- Document policies and procedures of the Healing Roots Program.

PARTICIPANT SUPPORT & CASE MANAGEMENT (35%)

- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, the Bradley Angle Ethical Commitments and the Bradley Angle Organizational Values.
- Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.
- The ability and commitment to learn about Bradley Angle's other resources available to Healing Roots participants in order for effective resource brokerage within your department.
- Provide case management to families from Kinship and Healing Roots. Case management includes completing all necessary paperwork, updating case notes and stats, and providing information and referrals to services.
- Work in coordination with our BA programs and Kinship to serve whole families as they access both service offerings to boost the parent child bond post-

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- traumatic life events.
- Exit inactive participants and ensure consistent follow ups with active participants.
- Connect participants with appropriate information, referrals, co-advocacy, emotional support and safety planning.

REPORTING & DATA MANAGEMENT (20%)

- Maintain data collection, case notes and reporting requirements needed to comply with Bradley Angle standards.
- Assist Programs & Services Director with reports by collecting participant stories, writing program accomplishments, and tracking numbers/statistics (for quarterly, semi-annual, and annual government reporting requirements).
- Collaborate with the contracted Evaluation Specialist and Kinship Team to ensure that data management in Group Trail and Service Point/Comp site is consistent and completed regularly.

OTHER DUTIES AS ASSIGNED (10%)

- Attend monthly Leadership Team meetings, and participate in projects generated by that group.
- Provide updates at All Staff meetings every month.
- Advocate for culturally-specific services within the larger agency, community, and domestic violence movement.
- Build and maintain partnerships in the community that enhance and strengthen resources available to participants and help promote/advertise program offerings.
- Other tasks and duties as assigned by the Programs & Services Director.

QUALIFICATIONS:

1. The ability to engage and relate to individuals from diverse backgrounds
2. Demonstrated experience in problem solving, time management, creating work plans and timelines, training and development, decision-making, leadership, and prioritizing tasks; excellent attention to detail and quality of work.
3. Respectful listening and verbal communication skills.
4. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite.
5. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
6. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
7. Understanding the intersections between domestic and sexual violence, racism, poverty, trauma and other forms of oppression.
8. Ability and willingness to work as part of a diverse team.



9. Ability to thrive in a fast-paced, sometimes chaotic, environment.
10. Valid driver's license and reliable motorized vehicle required.

PREFERRED QUALIFICATIONS:

1. Two years of experience coordinating programs, preferably in a non-profit setting.
2. Understand the historic and current racism distinctly experienced by the African American Community and the community's distinct strengths and coping responses.
3. 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.).
4. Effective crisis intervention and conflict resolution skills.
5. One year of experience working with survivors of domestic violence preferred.
6. Demonstrated knowledge of Portland area resources for survivors of domestic violence.

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 resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Please send your (a) resume, (b) cover letter, and (c) [Bradley Angle application](#) to jobs@bradleyangle.org. Include "Healing Roots Coordinator" in the subject line. Applicants who are missing any of the components listed will not be considered. Applications will be reviewed over the next several weeks, with an application close date of June 30, 2022.