



## **Intake 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), and Emergency Based Shelter Services. We are hiring for an Intake Coordinator, who will interact with potential and current participants to inform them about Bradley Angle programs and services. This position will follow a hybrid model so candidates must be open to working in the office some of the time.

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.

**STATUS:** Full-time (1 FTE)  
**SALARY:** \$22.17/hour, health, dental, retirement, generous paid time off  
**SUPERVISOR:** Programs & Services Director  
**OBJECTIVE:** To provide a consistent and trauma-informed access point for all BA participants and survivors.

### **DUTIES/RESPONSIBILITIES:**

#### **Intake and Advocacy (70%)**

1. 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.
2. Make appropriate referrals to Bradley Angle programs, classes and groups. If needed, make referrals to external organizations for services unavailable at Bradley Angle.
3. Maintain waitlists for programs and follow up with participants when programs open.
4. Provide crisis intervention and advocacy to assist participants in the identification and achievement of participant-directed and participant-driven goals.
5. Maintain good communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.

6. Complete Safety and Stabilization Assessments with participants as needed and provide support for those participants in accessing the Multnomah Coordinated access system for Domestic Violence housing.
7. Connect participants with appropriate information, referrals, co-advocacy, emotional support and safety planning.
8. Maintain data collection, case notes and reporting requirements needed to comply with Bradley Angle standards.
9. Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
10. Screen and administer participants for Safe Nights (emergency hotel) vouchers.
11. Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.
12. The ability and commitment to learn about Bradley Angle's programs and resources in order for effective resource brokerage within the organization.

**Other Duties as assigned (30%)**

1. Respond to visitors of the website and Bradley Angle phone lines who inquire about Bradley Angle Services and programs. These may be forwarded from the Director Team, Office Manager, Programs & Services, Manager and other Advocates.
2. Assist in training new employees who have questions regarding the SSA process, Intake, and/or other BA procedures.
3. Attend required Bradley Angle meetings and external community meetings with partners and housing work groups.
4. Represent Bradley Angle at tabling events, fundraisers, panels, trainings, and/or any public event to inform the public about services, resources, and domestic violence.
5. Respond to presentation requests and execute presentations, workshops, and/or trainings within and outside Bradley Angle.
6. Other tasks and duties as assigned by the Programs & Services Director.

**QUALIFICATIONS:**

**All employees are expected to demonstrate:**

1. One year of direct service experience working in a program with special needs populations (low-income, alcohol and drug affected, domestic violence, etc.) required.
2. The ability to engage and relate to individuals from diverse backgrounds
3. 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.
4. Respectful listening and verbal communication skills.
5. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence 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 linkages between domestic and sexual violence and other forms of oppression.
8. Ability and willingness to work as part of a team.
9. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite software.
10. Ability to organize and prioritize multiple tasks.
11. Ability to work independently.
12. Ability to thrive in a fast-paced, sometimes chaotic, environment.

**Additional qualifications:**

1. One year of experience working with survivors of domestic violence.
2. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
3. Good conflict resolution skills.
4. 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 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 [Bradley Angle Application](#) to [jobs@bradleyangle.org](mailto:jobs@bradleyangle.org). Include "Intake 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 May 15, 2023.