



Shelter Family Advocate

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 accepting applications for the Shelter Family Advocate position. The ideal candidate will have experience working with survivors of trauma and/or domestic violence. We need someone who is reliable, hardworking, and able to thrive in chaotic, fast-paced environments where there is change happening often.

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, 1.0 FTE

SALARY: \$22.17/hour; medical & dental insurance; retirement. Generous & flexible paid time off.

HOURS: 40 hours per week

SUPERVISOR: Emergency Services Manager

OBJECTIVE: To provide consistent, comprehensive support and advocacy to Bradley Angle participants (primarily participants that are staying/have stayed at the emergency shelter).

LOCATION: Onsite shelter sites and Bradley Angle Resource Center. Meetings and participant appointments in the community as needed.

DUTIES/RESPONSIBILITIES:

1. 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.
2. Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
3. Work with and maintain good communication with all Bradley Angle Advocates and

shelter staff to ensure seamless service delivery for all participants and their children.

4. Maintain regular office hours at the shelter and schedule additional meeting times with participants as appropriate (at shelter or elsewhere).
5. Provide participants with initial and ongoing advocacy including: safety planning, action plans, participant meetings (at least once per week), crisis intervention, case management, peer-based support, positive parenting support, written resources, and education.
6. As appropriate, coordinate co-advocacy within Bradley Angle and with partner agencies, leverage rental assistance, make referrals for mental health counseling, make referrals for alcohol/drug treatment, and utilize various public assistance programs.
7. Complete required documentation including intake forms, releases of information, progress notes, and program statistics.
8. Reports any critical incidents or challenging situations and behaviors immediately to the Emergency Shelter Manager.
9. Document services provided using Bradley Angle file standards and comply with program reporting requirements and funder documentation standards (including Service Point entry, Group Trail, and written documentation).
10. Provide, and role model, healthy conflict resolution and respectful communication with participants, volunteers, co-workers, and community partners.
11. When on-site at shelter, ensure the facility is safe and secure at all times including implementation of emergency procedures and monitoring facility and grounds on a regular basis. Support ESS on shift when they need to step away from the HUB or answer calls.
12. Facilitate groups, house meetings, classes, and workshops as appropriate.
13. Attend meetings and professional development opportunities as requested.
14. Other duties as assigned by supervisor.

QUALIFICATIONS:

All employees are expected to demonstrate:

1. Ability to relate to domestic violence survivors and children 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 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. Ability and willingness to work as part of a team.
7. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint,

Outlook, SharePoint), databases, email, and G-Suite platforms.

8. Ability to pass a criminal background check.
9. Ability to reliably transport to and willingness to work on site at the shelters.

Additional qualifications:

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. Demonstrated knowledge of Portland area resources—housing, food, health care, etc.
3. Good conflict resolution skills.
4. Ability to organize and prioritize multiple tasks.
5. Ability to work independently.

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 “Shelter Family Advocate” 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.