



Do you dream of joining the nonprofit sector? Do you want to make a positive impact on people's lives by working alongside survivors of domestic and sexual violence? Do you have experience being flexible and creative to find solutions to obstacles?

Well, you're in the right place! **Clackamas Women's Services (CWS)** is hiring a Community Based Program Manager to join our team.

Key Details:

- **Starting Pay:** \$68,770 - \$77,704/year, DOE (+ \$2080 differential for bilingual skills). Benefits available first of the month following hire.
- **Schedule:** Full Time, Exempt, Monday – Friday; some evenings and weekends when needed
- **Benefits:**
 - 100% employer-paid health, dental, vision, and alternative care benefits for employee and dependent children, 100% employer-paid long-term disability and life insurance, retirement plan contribution of 5%.
 - Generous PTO (28.5 days in first year), 10 paid holidays per year (of your choosing), paid day off for birthday, paid parental leave, EAP, Anniversary bonus: \$25/year of service.
 - \$100 monthly travel stipend.
 - Professional development opportunities, i.e., conferences and trainings.
 - CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon!

Who We Are: In 1985, CWS grew out of neighbors opening their homes and sharing what they had in hopes of building a safer community for families. Since then, we've grown beyond shelter to offer a wide range of services for anyone experiencing domestic and sexual violence, from initial crisis to long-term healing. We continue the legacy of working with survivors, community members, emergency responders, partner organizations, and businesses to build communities that honor and support survivors of domestic and sexual violence.

To learn more, check out our website: <https://www.cwsor.org>.

We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQIA+, older adults and people with disabilities are strongly encouraged to apply.

Who You Are: Our mission is to break the isolation of domestic and sexual violence. It takes a wide range of amazing and diverse people to achieve the mission of Clackamas Women's Services and to be successful in the work that we do. Through our confidential emergency shelter, our rural outreach office, and A Safe Place Family Justice Center, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help.



Our Community Based Program Manager will go through 40 hours of domestic violence advocacy training as part of their training.

Qualifications include:

- Bilingual/bicultural persons strongly encouraged to apply.
- Willingness to complete 40-hr confidential advocate training.
- Minimum 3 years' experience working in domestic and/or sexual violence programs.
- Minimum 2 years' experience managing community partnerships.
- Minimum 2 years' experience supervising paid and/or volunteer employees.
- Program development and management experience in the social services field.
- Demonstrated understanding of domestic violence, sexual assault, child abuse and positive parenting approaches.
- Demonstrated experience working with women and children from diverse backgrounds, providing services through an equity lens.
- Ability to assess and write effective direct service policies.
- Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods.
- Computer proficiency in Windows environment including word processing and spreadsheets; (client databases preferred)
- Ability to work effectively and non-judgmentally with individuals from diverse backgrounds and understanding of culturally competent service delivery.
- Enthusiasm for working collaboratively with a wide range of public and private systems.
- Valid driver's license and reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Must be able to travel throughout Clackamas County and the Greater Portland Area.
- The person in this position frequently: moves throughout CWS worksites and the community to meet with donors, volunteers, community members, partners, and staff. The person will also periodically move supplies and other items (up to 50 lbs.) from one place to another, participates in community events, and may work in all types of weather.

Position Overview: Responsible for coordination of community-based services from referral through on-going case management, ensuring consistent practices, and maintaining regular engagement with partnering programs. Provides supervision of all advocacy program staff based at A Safe Place Family Justice Center and CWS out-stationed locations. Responsible for coordination and implementation of CWS domestic violence and hospital response and mobile advocacy services. Provides day-to-day coordination with partner agencies at A Safe Place FJC, co-located partner agencies and with other agency partners, works to facilitate service coordination and collaborative work to serve survivors.

Job duties include:



- Lead day to day collaboration with A Safe Place FJC, on and off-site partners, co-located host agencies and other service partners to ensure coordination of services, productive partnerships and warm handoffs for survivors.
- Provide supervision and support to direct service staff in the community-based program. Participate in hiring and lead training for new staff in the program, provide regular check in meetings, support staff in pursuing identified goals and opportunities for growth and learning.
- Provide consultation, triage, and case support to advocates regarding advocacy strategies and systems navigation.
- Represent CWS at appropriate multi-disciplinary teams and collaborative project meetings. Lead CWS domestic violence and sexual assault hospital/health care setting response. Coordinate with hospital response program partner agencies, provide training and support to staff responding to hospitals/health care settings.
- Support staff in effective mobile advocacy, including services at partner agencies, public spaces, law enforcement offices, survivor's homes, etc.
- Assist Program Director in implementation best practices, policies, and procedures for the direct services advocacy program.
- Coordinate CWS role in FJC centralized intake process as required and assist with data collection for A Safe Place Family Justice Center.
- Manage client aid funds dedicated to community-based programming. Work closely with Program Directors and Managers to ensure that funding is consistently and appropriately spent and tracked as required.

Leadership:

- Engage in leadership, supervisory, and administrative managerial activities for CWS.
- Maintain confidential personnel files, document supervisory issues, prepare introductory and annual performance reviews and work plans for staff and enforce CWS Personnel Policies.
- Authorize leave and training requests, major schedule changes, approve overtime hours, and confirm payroll and mileage records.
- Oversee Community Based record-keeping. Ensure complete documentation of all services, including intakes and services within CWS database and file notes for all clients occurs on a minimum of weekly basis.
- Facilitate regular Advocate Team meetings, program meetings and check-in meetings.
- Assess, train, and promote service delivery standards which further agency DEI goals. Apply an equity lens to program development and program decisions.
- Implement the strategies of the shared advocacy model within community-based programs.

Grant and Financial Management:



- Complete and/or assist with monthly, quarterly, and annual statistical and narrative reports as required.
- Provide information to assist in fundraising efforts.
- Assist Program Director in development of annual program budget and on-going fiscal oversight of program.
- Assure that CWS is in compliance with awarded grants within the program, complete required reporting and host regular project meetings for grants if required.
- Maintain client aid inventory for participants (including bus passes, gas vouchers, etc.), distribute client aid in consistent manner with attention to grant requirements and limitations.

Community Networking:

- Maintain close working relationships with community service providers. Work to increase other providers' capacity to respond to family violence within their programs.
- Ensure that all communication with community partners is aligned with CWS values.
- Participate in efforts to develop additional collaborative partnerships to increase resources and services for survivors.
- Work with partners to problem solve when challenges arise, collaborate to strengthen agency relationships.
- Serve as CWS representative and participate in community task/work groups as appropriate.
- Engage in public speaking engagements on behalf of CWS.

Direct Services:

- Responsible for delivering direct services as needed. Provide support and advocacy to participants of the A Safe Place Family Justice Center or out-stationed offices as needed.
- Maintain small case load of participants with unique, complex, or high lethality risk needs as necessary.
- When consensus cannot be achieved, make final decisions on program participant issues.
- Serve as point of contact for participants concerns or grievances regarding advocacy services or staff.
- Works to establish effective, positive, and ongoing relationships with community partners.
- Communicates in a trauma-informed manner and provide comprehensive information to housing participants in an accessible way.
- Represents CWS at community meetings, speaking engagements and educational trainings as requested.
- Physical Requirements: frequently ascend/descend stairs; move items up to 50 lbs., assist in households' tasks, move throughout CWS worksites.
- Other duties as assigned.



Please submit a resume and cover to hr@cwsor.org with the subject line of “Community Based Program Manager”

Clackamas Women’s Services complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.

Clackamas Women’s Services operates its program, services, and activities in compliance with federal nondiscrimination laws.

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