



**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 On-Call Shelter Relief Staff to join our team.

**Key Details:**

- **Pay:** \$26.00 - \$29.25/hour, DOE. (+ \$1.00 differential for bilingual skills).
- **Schedule:** On-call, Based on staffing needs – weekdays, evenings, and weekends.

**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>.

CWS was voted as one of the 100 Best Nonprofits to Work for in Oregon in 2022!

***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 On-Call Shelter Relief Staff will go through 40 hours of domestic violence advocacy training as part of their training.

Qualifications include:

- Experience supporting survivors of domestic violence and/or sexual assault. Case management or advocacy-based experience preferred.
- Demonstrated understanding of domestic and sexual violence and its effects on survivors, their children and society.
- Willingness to complete 40-hr confidential advocate training.
- Demonstrated understanding of anti-oppression issues, ability to work effectively with individuals from diverse backgrounds, and understanding of culturally competent service delivery methods.
- Enthusiasm for working collaboratively with a wide range of public and private systems intersecting with the DVSA field (law enforcement, DHS, courts, education, etc.).



- Computer proficiency in Windows environment including word processing and spreadsheets; (client databases preferred)
- Valid driver's license and reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Bilingual/bicultural persons strongly encouraged to apply.

**Position Overview:** Our On-Call Shelter Relief Staff is responsible for providing coverage for open shifts when regularly scheduled shelter staff are not available; there are no set schedules or hours. Responsible for providing case management, advocacy, and support services to participants of the CWS shelter. The On-Call Shelter Relief Staff role requires an ability to provide non-judgmental support with unconditional positive regard, transparent and honest communication as well as the ability to be flexible and creative in a variety of changing situations.

Job duties include:

- Staff CWS emergency shelter, providing phone screens, intakes, supporting participant exits and transitions and ensuring the safety of the shelter and participants.
- Provide on-site case management for participants in the CWS shelter, including:
  - Safety planning
  - Crisis intervention services
  - Supporting participants in their goals for self-sufficiency and growth (i.e., budgeting, financial empowerment, domestic violence education, physical and mental health, parenting education, etc.).
  - Assistance with Temporary Restraining Orders, Sexual Assault Protective Orders and Stalking Orders
  - Domestic violence and sexual assault education
  - Accompaniment to appointments or meetings with a variety of service providers (DHS, Court, Immigration, etc.)
  - Providing transportation to participants in agency vehicle
- Provide a wide variety of advocacy strategies and engagements (referral, accompaniment, providing resources, role-play, calling on behalf, support, system navigation, advocacy, etc.) to shelter participants.
- Build relationships and rapport with shelter participants and foster community building.
- Contribute to a successful team within the shared case management system and work from a team-based approach in conjunction with other shelter and housing case managers. Provide support and assist coworkers in response to fluctuations in workloads.
- Answer the CWS crisis line: giving appropriate information, support and referrals for callers and response to Lethality Assessment Protocol (LAP) calls from law enforcement partners.
- Complete Coordinated Housing Assessment paperwork with crisis line and shelter participants. Ensure all paperwork is done thoroughly and accurately.
- Complete Diversion Packets with crisis line, shelter, and housing participants. Ensure all paperwork is done thoroughly and accurately and all required documentation is collected.
- Provide shelter participants with information and support regarding domestic and sexual violence, oppressions, trauma, communal living, parenting, and immigration issues.
- Communicate in a trauma-informed manner and provide comprehensive information to shelter participants in an accessible way.



- Assist shelter participants with cleaning and upkeep of the shelter facility and prep rooms for entering participants.
- Maintain updated and accurate file notes in all participant files.
- Facilitate on-site support and self-care groups as requested.
- 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.
- 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](mailto:hr@cwsor.org) with the subject line of "On-Call Shelter Relief Staff"

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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