

## Position Description - Unclassified

### Position Status:

Position Title		Position Number
Bilingual Confidential Advocate		E99699
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
Unclassified 12 months	9/1/22–6/30/23	Abby's House, Student Affairs
Position Type		FLSA
Part-time (.70 FTE)		Exempt
Reports to		Reports to Position Number
Director of Abby's House		E99762
Incumbent		University ID #
Vacant		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Abby's House Center for Equity and Gender Justice is a resource and referral center on the campus of Western Oregon University (WOU). The Abby's House mission is to provide the campus community with educational opportunities, resources, and referral services designed to promote equity and non-violence. We embrace a feminist model that empowers all people to actively stand against all forms of violence and oppression, while providing safety, support, and space for healing to individuals who experience disruptions in their wellbeing.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Bilingual Confidential Advocate will provide confidential advocacy and crisis intervention services, including safety planning, in-person support, and accompaniment. This position assists with the training and ongoing supervision for student peer educators at Abby's House. The Bilingual Confidential Advocate will provide outreach to a variety of campus populations and organizations and will serve as a liaison to local community agencies.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
50% (E)	<p><b>Bilingual Advocacy and Direct Service</b></p> <ul style="list-style-type: none"> <li>● Maintain referrals and initiate outreach from sexual misconduct reports</li> <li>● Provide confidential direct services, empowerment-based advocacy, and crisis intervention support for individuals who experience interpersonal violence</li> <li>● Provide information and options to students around reporting, safety planning, as well as supportive measures around academics, medical needs, finances, housing, and more</li> <li>● Coordinate and provide culturally specific services and educational resources to students including non-English speakers</li> <li>● Provide psychoeducation to students about the effects of trauma and various forms of interpersonal violence</li> <li>● Accompany students to various meetings as needed such as conduct/Title IX, law enforcement meetings, forensic medical exams, and more</li> <li>● Communicate student needs around support measures within university housing, financial aid, student conduct and Title IX, student employment, public safety, registrar, and faculty/staff</li> </ul>
20% (E)	<p><b>Develop Outreach and Resources</b></p> <ul style="list-style-type: none"> <li>● Develop outreach efforts such as presentations, emails, tabling, and more</li> <li>● Create, update, and maintain educational materials, including web and social media content on sexual assault, dating violence, stalking, and safety</li> <li>● Create resources and materials in Spanish</li> <li>● Create population specific materials for underserved populations</li> </ul>
15% (E)	<p><b>Collaborate with Other Departments and Community Partners</b></p> <ul style="list-style-type: none"> <li>● Collaborate and maintain working relationships with key internal WOU partners to coordinate support and resources for students in need</li> <li>● Develop and maintain working community partnerships to serve students experiencing interpersonal violence (SART, Sable House, Sarah’s Place, law enforcement, etc.)</li> <li>● Serve as an active member on the Wolves Against Interpersonal Violence Committee (WAIV), Oregon Sexual Assault Task Force Campus Advocate Cohort, and Polk County SART, and other committees or working groups as needed</li> <li>● Provide responsible employee training and trauma informed training to the campus community</li> </ul>
15% (E)	<p><b>Administration and Other Duties as Assigned</b></p> <ul style="list-style-type: none"> <li>● Maintain all student records in accordance with university policy, grant requirements, and applicable state and federal laws</li> </ul>

	<ul style="list-style-type: none"> <li>● Continue the implementation and management of satisfaction surveys so students can provide feedback and recommendations on advocacy services provided</li> <li>● Write and submit all quarterly VOCA grant reports on or before their respective deadline</li> <li>● Maintain regular contact with all points of contact for VOCA grant funding</li> <li>● Complete all required trainings and meetings to remain compliant with the VOCA grant</li> <li>● Assist with supervising and managing student employees including providing training and supporting them in their roles</li> </ul>
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**B. Required Qualifications**

*List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.*

- Bachelor’s Degree **or** 2 years of experience in the field of sexual assault, dating violence, and stalking or victim services/working with survivors of trauma/crisis response
- Bilingual fluency, Spanish
- Knowledge of issues and dynamics related to sexual assault, domestic violence, dating violence, and stalking, especially as it relates to a college campus
- Strong communication and interpersonal skills

**C. Preferred Qualifications**

*Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.*

- Master’s Degree **or** 4 years of experience in the field of sexual assault, dating violence, and stalking or victim services/working with survivors of trauma/crisis response
- Proof of successful completion of Oregon’s Advocacy Training requirements or ability to complete the training within first two months of employment
- Experience working or volunteering in an advocacy or violence prevention program
- Experience with developing educational and communication tools (web, print, social media)
- Experience working at a university
- Familiarity with grants including grant reporting and compliance

**D. Knowledge Areas**

*List the major areas of knowledge that are required to perform the duties of this position.*

- Understanding of interpersonal violence dynamics
- Trauma informed advocacy
- Title IX and Clery guidance and regulations specifically as they pertain to victim rights and prevention education efforts
- Gender or women’s studies
- Higher education student mentoring

**Budget Authority:**

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
	Delegated authority to monitor budget	\$
	Limited approval authority for purchase	\$
X	Purchase only with higher level approval	\$ 1,000

**Supervisory Authority:**

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

X	Hire (students)	X	Assign Work (students)
	Transfer		Recommend salary adjustments
X	Discipline (students)		Approve requests (i.e. leave)
	Dismiss	X	Respond to complaints/grievances (students)
	Layoff	X	Conduct performance assessments (students)
	Promote	X	Give Direction (students)

**Positions Supervised:**

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
Unclassified staff		
X Student Employees (average per term)	3	.75
Other (specify)		

**Decision Making Authority:**

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

The Bilingual Confidential Advocate will have most decision-making authority over advocacy and outreach, and best practices to adhere to. This position will have influence over how grant dollars will be allocated and spent.

**Additional Information:**

List any additional information that would help describe the nature of the position.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA -HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		