

## **Job Description**

**Title:** Stability Services Coordinator

**Hours:** Full time, non-exempt, including occasional weekend and/or evening hours

**Supervisor:** Emergency Services Manager

**Compensation:** Starts at \$25.90/hour DOE + \$0.50/hour Spanish language differential (for bilingual applicants) and includes employer paid medical, dental, life insurance, and generous Personal Time Off policy.

**Position Summary:** The Stability Services Coordinator provides crisis intervention, advocacy, and support for survivors of sexual violence. This role includes connecting individuals with housing resources, provides financial readiness resources, implements harm reduction initiatives, and collaborates with community partners to ensure comprehensive care. The coordinator also conducts outreach to raise awareness, build relationships with organizations supporting survivor stability, and applies trauma-informed and culturally responsive practices in all interactions.

### **Specific Position Responsibilities**

#### **Survivor Advocacy:**

- Provide advocacy and crisis intervention services, including safety planning, in-person support, accompaniment, transportation, answering crisis lines, and connecting survivors to housing resources and harm reduction initiatives.
- Participate in daytime direct service shifts and the after-hours on-call rotation to ensure continuous support for survivors.
- Provide advocacy and crisis intervention services, including safety planning, in-person support, accompaniment, transportation, answering crisis lines, etc.
- Participate in daytime direct service shifts and the after-hours on-call rotation.
- Participate in debriefing and direct service meetings.

#### **Program Coordination:**

- Act as the point person for transitional housing program participants, ensuring adherence to grant and contractual obligations, including data collection and reporting.
- Coordinate and provide short-term crisis intervention and long-term financial advocacy for survivors of sexual violence, ensuring access to housing stability, harm reduction, and substance use support services.
- Provide follow-up support and advocacy services, including ongoing assistance with housing navigation and harm reduction strategies.
- Coordinate and facilitate financial education classes, workshops, and/or educational materials based on participant demand and contractual obligations. Event planning includes participant recruitment, screening, and curriculum development.

- Develop and maintain relationships and referral processes with external partners and groups providing financial literacy education, housing services, harm reduction, and substance abuse recovery resources.
- In collaboration with leadership, develop relevant resource guides, protocols, and procedures, providing internal training or guidance for SASS advocates on financial wellness, housing readiness, and harm reduction best practices.
- Work with advocates to strengthen harm reduction-informed approaches when supporting survivors, ensuring alignment with best practices and emerging needs. Manage the scheduling and facilitation of yearly naloxone training for staff, interns, and volunteers.
- Participate in local events and coalition meetings to provide information about sexual violence, victims' rights, SASS services, and available housing and harm reduction resources.

### **General Responsibilities**

- Attend staff meetings, staff days, and agency retreats.
- Serve as a visible spokesperson and advocate for SASS's mission, services, and programs in the community.
- Model and maintain practices that promote staff wellness, self-care, and secondary trauma prevention.
- In collaboration with staff, facilitate SASS's participation in public events such as Sexual Assault Awareness Month and/or Pride.
- Other duties as assigned.

### **Qualifications – Required**

- Demonstrated understanding of and commitment to eliminating sexual and domestic violence and all forms of oppression.
- Demonstrated skill in managing multiple tasks, tracking details, and prioritizing work to successfully complete a variety of projects, with particular attention to financial data tracking.
- Experience working with people with varying skills, abilities, life experiences and/or from diverse backgrounds.
- An understanding of maintaining confidentiality when supporting survivors and/or their partners, friends and family.
- Ability to work flexible hours independently and with SASS staff as a team member.
- Strong computer technology skills, including GSuite, Microsoft Word, Excel, and Outlook. Ability to learn new technology systems and implement within scope of duties.
- Excellent verbal and written communication skills.
- Ability to provide professional community presentations.

- Valid driver's license and ability to respond in person to Eugene/Springfield locations, such as medical facilities for emergency advocacy, within 30 minutes or less (company car available).
- Proof of successful completion of Oregon's Advocacy Training requirements or ability to complete it within the first six months of employment.
- Proof of full COVID-19 vaccination or ability to complete full vaccination prior to employment
- Must be able to pass a full criminal background check before hire

### **Qualifications – Preferred**

- At least one year experience as an advocate (volunteer or paid) for individuals impacted by trauma.
- Bilingual and/or bicultural (Spanish)
- Experience with public speaking on issues of interpersonal violence including sexual assault, rape culture, anti-oppression and/or anti-racism issues.
- Additional training or experience in trauma-informed care, harm reduction, or crisis de-escalation.
- Experience supervising or mentoring interns or volunteers.