

POSITION ANNOUNCEMENT



Advocacy Coordinator

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 416 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

The Advocacy Coordinator’s (the “Coordinator”) professional background and expertise is a resource to Jesuits West (“the Province”), to help ensure it responds appropriately and pastorally to complaints raised against Jesuits of the Province. The Advocacy Coordinator receives, and documents complaints made against Jesuits of the Province, provides appropriate pastoral care to the Complainant, and follows notification requirements to authorities as required by law/policy. Maintains records in compliance with Province policies and procedures.

Reporting to: Socius
Location: Portland, Oregon
FLSA: Exempt
Employee type: Part-Time/12-15 hours per week
Remote Work: No

Reporting to the Socius, responsibilities will include:

- Receives complaints made against Jesuits of the Province.
- Notifies the Safety Coordinator and the Provincial through the Socius when a Complainant has made a complaint.
- Supports the Complainant, maintaining communication throughout the processing and disposition of the complaint.
- Informs Complainant of the Province's procedure in dealing with complaints
- Sends Complainant form for making a written complaint, a written description of the Province's procedure, and provision of funded therapeutic services.
- Identifies and documents Complainant's notification of rights (as defined by Praesidium), immediate needs, and requests of the Province.
- Offers Complainant therapeutic and/or pastoral support based on Province policies and procedures. Reviews support provided with Safety Coordinator and continues to meet Province policies/commitment to Complainant.
- Provides a complainant's chosen therapeutic provider necessary paperwork to set up payment account for Jesuit funded pastoral services. Prepares payment disbursement requests for therapeutic support for review and approval by Safety Coordinator.
- Makes a detailed written report of the complaint to the Safety Coordinator.
- Makes required reports to civil authorities and government agencies. In complaints concerning abuse of a minor, assists Socius in notifying the Offices for the Protection of Children of involved Dioceses.
- Meets with Screening Committee to review allegations and determine next steps. Includes distinguishing complaints that involve a minor from complaints involving an adult.
- Participates in conferences and workshops and collaborates with Safe Environment staff across the JCCU conference as needed.

Qualifications

- This position requires knowledge of causes, indicators, basic investigatory questions, assessment of risk, and risk reduction strategies, in sexual abuse matters.
- This position requires a high degree of discretion in relation to sensitive information of which the incumbent is aware.
- Master's degree in behavioral and/or social science, social work, law enforcement, or related field. A bachelor's degree may be considered if supplemented with extensive experience.
- 5-7 years direct clinical or public service experience dealing with trauma; specific experience and/or extensive training with victims of sexual abuse preferred with trauma-informed care training.
- Demonstrated success in case management, work experience and/or general knowledge of religious institutes and legal processes.
- Exceptional verbal and written communication skills.
- Maintains a high level of confidentiality.
- Proficient with Microsoft 365 and general technology with a willingness to learn as needed. The ability to work independently with periodic supervision as needed.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.