Job Description

Domestic and Sexual Violence Fund Advisory Committee
Children, Adults and Families
Dept. of Human Services
500 Summer St. NE, E-68
Salem, OR 97310-1017

PURPOSE OF COMMITTEE

The purpose of the Domestic and Sexual Violence Fund Advisory Committee is to advise DHS- Child Welfare (CW) and advocate for victims of domestic and sexual violence and for services for victims.

A.) "Advise" includes but is not limited to 1.) Review and propose changes in the Request for Proposal and contracting process, 2.) Review and propose changes in the allocation of funds, 3.) Assist in contract monitoring, 4.) Participate in staff screening committees for the program coordinator position if necessary, and 5.) Advise DHS on the ongoing maintenance and changes in program administration and operation.

B.) "Advocate" includes but is not limited to 1.) Speak to members of the State Legislature on issues related to victims of domestic and sexual violence, 2.) Speak to DHS and other State agencies on behalf of victims of domestic and sexual violence, 3.) Review and comment on State and Federal legislation and policies, and 4.) Inform the Congressional delegation on issues concerning domestic and sexual violence victims.

SPECIFIC DUTIES

1. Attend Advisory Committee meetings which are generally held monthly by webinar with 2 in-person meetings a year.
2. Attend domestic violence, sexual assault and other Advisory Committee training as necessary.
3. Participate in Advisory Committee functions listed above, as needed, bringing in your unique perspectives, experience, and knowledge.
4. Participate in annual contract monitoring visits of the domestic and
sexual violence intervention agencies. This may involve overnight travel.
5. Participate in task-oriented sub-committees (optional).
6. Represent the Advisory Committee to the public and to domestic and sexual violence programs.

MEMBER CATEGORIES AND QUALIFICATIONS

There are four voting member categories on the committee. They are:
1. Six representatives of Oregon Coalition Against Domestic and Sexual Violence, one of which represents the statewide office;
2. Two representatives of domestic violence and/or sexual assault programs not members of OCADSV;
3. One representative of the Attorney General’s Sexual Assault Task Force
4. Three DHS representatives with one from CAF, one from Community Human Services and one from Senior and People with Disabilities;
5. Three community members

In addition, the Committee may include ex-officio members who are non-voting members. Ex-officio members may include past members.

Overall, all committee members need to have a direct connection to victim services for domestic violence, sexual assault and/or child abuse. In addition, areas of expertise and background important to the overall Committee are:
- those best able to advise/advocate for domestic and sexual violence survivors and services
- legal expertise in domestic and sexual violence related issues
- fiscal ability/knowledge
- geographic representation
- diversity (race, culture, sexual orientation, age, etc.)
- medical expertise
- law enforcement

TIME REQUIREMENTS

Committee terms are two years long; members may serve three full consecutive terms. Regular meetings are usually one day meetings every
quarter. There is usually an annual retreat. Additional time may be involved with site visits, sub-committee meetings or other assignments.

BENEFITS

Members will learn more about domestic violence and sexual assault, the programs providing services, and state government. They will influence how services are provided to victims/survivors of domestic violence and sexual assault. They will spend time with wonderful people.

There is no compensation for time spent. However, travel expenses for meetings and site visits will be reimbursed using the state per diem travel rates.

TRAINING REQUIREMENTS

1. Members will either have prior experience and knowledge on domestic violence and/or sexual assault or will go through training within six months of joining the committee.
2. Members will receive an orientation and member manual when they join the Committee.
3. Annual training on oppressions and/or other issues will be provided at an annual meeting.