

Program Analyst 2

Are you passionate about serving survivors of domestic violence? Are you seeking opportunities to raise the level of health and wellness within The Nine Tribes of Oregon and other vulnerable populations? If so, this job opportunity may be a great fit for you! The Oregon Department of Human Services (ODHS) is currently hiring team members to support the **Survivor Investment Partnership (SIP)**.

Overview of the Program

The **Survivor Investment Partnership (SIP)** is a partnership with The Nine Tribes of Oregon, culturally specific providers, and co-located advocate agencies to provide services to survivors. The intent of the partnership is to increase the accessibility of advocacy services and meaningful financial support to survivors of domestic violence and sexual assault for Tribal communities, individuals without children, and vulnerable populations. In this position, you would collaborate with The Nine Tribes of Oregon, providers, advocates, and others to provide financial help, safety planning, advocacy, and referrals to survivors of domestic violence.

Overview of the Position

- Administers and coordinates statewide SIP program services for contracts and agreements in partnership with Oregon Department of Human Services, Oregon Confederated Tribes, culturally specific providers, and co-located advocates.
- Responsible for processing invoices, data tracking, monitoring, and reporting status of SIP-related projects and initiatives.
- Gathers and analyzes data to be used in reports, legislative concepts, and performance measures.
- Analyzes and provides training and technical supports to contracted providers.
- Establishes and maintains contacts with community partners and experts on domestic violence for consultation and assistance in knowledge and procedural discussions.
- Monitors program expenditures to ensure budget levels are honored.

Desired Skills *(preferred but not required)*

- Ability to communicate effectively with a wide range of audience in writing and verbally.
- Knowledge of Domestic Violence and Sexual Assault programs
- Experience working with survivors of DVSA and/or human trafficking
- Experience working with people from tribes and culturally specific population
- Experience in developing and maintaining electronic trackers
- Experience/knowledge with contract administration
- Ability to manage time efficiently
- Working knowledge of Microsoft Office (Word, Excel, Power Point, etc.)

Who Should Apply?

We encourage all candidates with transferable skills and experiences to apply. Studies have shown that women, people identifying as LGBTQIA2S+, and Black, Indigenous, and other people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background.

- Members of the Tribal, Black, Indigenous, People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and Two Spirit (LGBTQIA2S+), women, or individuals from the community we are trying to reach with this work
- Individuals fluent in other languages or American Sign Language (ASL)

Minimum Qualifications

- A Bachelor's Degree in Business or Public Administration, Behavior or Social Sciences, Finance, Political Science, or any degree demonstrating the capacity for the knowledge and skills; and four years professional-level evaluative, analytical, and planning work

OR

- Any combination of experience and education equivalent to five years of experience that typically supports the knowledge and skill requirements for the classification.
 - **We encourage candidates to list these in their application materials. This may include lived experience, work experience, volunteer experience, and education.**
 - Please reference the *KNOWLEDGE AND SKILLS* section listed on [this webpage](#) for examples of required knowledge and skills.

Salary and Compensation

- \$4693.00 - 7180.00 (during trial service)
- \$5019.00 - 7678.00 (includes 6% for PERS after trial service)
- Work-life balance, 11 paid holidays a year, flexible work schedules, paid time off, sick leave, and competitive benefits packages including health, dental, vision, retirement, and much more.

Oregon state government is committed to fair employment practices and non-discrimination, including pay equity, for all employees. The Pay Equity Project includes an Equal Pay Analysis of current state employees as well as changes in hiring processes associated with setting initial new hire rates.

About ODHS and Equity

At ODHS, we are committed to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA2S+ community members, and others to help us achieve our vision of a diverse and inclusive community.

Equity is foundational to our role as a human services agency, and we are committed to integrating equity into all we do. The [Equity North Star](#) has four

points that explain the agency's goals related to equity, inclusion, and racial justice.

Contact Information

If you have any questions about the position, requirements, or how to apply, please contact:

Marcey DeGuire

Operations Analyst

Self-Sufficiency Programs Director's Office

Oregon Department of Human Services

marcey.a.deguire@dhsosha.state.or.us