

### **C. Direct Service Provider Requirements**

1. Direct Service Providers must be at least 18 years old and pass a formal application process which includes application, interview, background checks and advocate certification training.
2. For the protection of SAFE participants, all SAFE staff and volunteers will be asked to consent to a Criminal Records Check as required of licensed private agencies by the Oregon Department of Human Services/Children, Adults, and Families Division. All potential staff and volunteers are informed of this requirement as part of the application process, are required to complete the consent for Criminal Records Check during the application process, and are not eligible for hire or service within the agency until results are received and approved by the Executive Director and/or Board of Directors.
3. Perpetrators of abuse will be prevented from working within SAFE or as providers of services to vulnerable clients. SAFE may also exercise discretion with regard to an applicant's criminal history to determine if past infractions could pose a threat to clients or agency. Per Department of Human Services, if an applicant with a criminal record is approved for hire, the Executive Director must document the nature of the infraction, receive Board of Directors approval and explain the basis for employment. This document will be kept in the employee/volunteers confidential personnel file.
4. Staff and volunteers must complete no less than a total of 40 hours of training prior to having unsupervised contact with SAFE clients.
5. SAFE may waive part of the training for new staff/volunteers who have completed training through other domestic violence and sexual assault programs or volunteer trainings if:
  - a. SAFE can contact the original agency to verify training; and
  - b. Documents that it meets the Oregon training requirements
6. Prospective staff/volunteers who have not volunteered or been employed by a qualified domestic violence and sexual assault program within the last two years must go through the training.
7. A person employed at or volunteering with SAFE or another qualified domestic violence and sexual assault program who completed 40 hours of training before October 1, 2015, that is substantially similar to training requirements described

in contracts between such programs and the Department of Justice or Department of Human Services, is a “certified advocate,” at such time as the person completed an additional 2 hours of training on confidentiality, advocate privilege, and HB 3476.

8. Training will be a minimum of 40 hours.
  - a. At least 26 hours of the training shall cover each of the following topics:
    - i. Dynamics of domestic violence;
    - ii. Dynamics of sexual assault;
    - iii. Dynamics of stalking;
    - iv. Anti-oppression, anti-racism, cultural competency theory and practice;
    - v. Effects of trauma on survivors and family members
    - vi. Adults molested as children;
    - vii. Dynamics of domestic violence abusers;
    - viii. Dynamics of sexual offenders;
    - ix. Vicarious traumatization and self-care;
    - x. Advocacy and crisis response;
    - xi. Confidentiality and privilege;
    - xii. Advocacy Skills;
    - xiii. Working with system-based partners and other services providers.
  - b. Training shall include no less than an additional 12 hours regarding SANE exams, court accompaniment, medical exam accompaniment, working with law enforcement, support group facilitation, shelter intake, working with children, campus response, or other topics as approved by the Crime Victims’ Services Division of the Oregon Department of Justice.
  - c. At least 2 hours of the training shall focus on confidentiality and privilege, the Violence Against Women Act, and other funding requirements relating to confidentiality, the provisions set forth in HB 3476, and related matters.
  - d. SAFE employees are required to attend paid work-related advanced training proportionate to their percentage FTE (minimum of 40 hours per fiscal year for a regular full-time employee). Volunteer advocates must attend at least 10 volunteer team-meeting trainings per service year. Training beyond the required minimums may be available if approved by the Executive Director as and as funding allows.