



COMMUNITY ADVOCATE

DOVE (DOmestic Violence Ended), Inc. was founded in 1978 by the Quincy Mayor's Commission on Women and a group of committed community volunteers. Since 1978, DOVE has grown from one crisis hotline to a comprehensive multi-services organization. DOVE provides a range of services for adults who have been abused – physically and sexually as well as emotionally and financially. These services include: crisis intervention; danger/risk assessment and safety planning; supportive counseling, advocacy, and case management; emergency shelter; legal advocacy; educational and support groups; and community outreach and education. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County, and also serves the greater South Shore.

Mission Statement

DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.

Job Purpose

The Community Advocate is part of DOVE's team of advocates responsible for the provision of services for individuals seen primarily through DOVE's Community-Based program. The Advocate works in a team with other community-based advocates, attorneys, and interns, as well as shelter staff. This position reports to the Senior Manager of Community Services (SMCS).

Responsibilities include:

- ◆ Provide emotional support, advocacy, danger assessment and safety planning, and case management to clients seen through DOVE's community-based services.
- ◆ Act as Counselor of the Day in rotation with other Advocates and Interns in Community Office.
- ◆ Complete Individual/Family Needs Assessment with each assigned client.
- ◆ Coordinate internal and external services options for clients' families.
- ◆ Work collaboratively with victim service providers, child protection services, and other service providers to ensure coordination of services for clients.
- ◆ Provide clients with resource materials and service referrals.
- ◆ Design, promote, and co-facilitate psycho-educational and/or support groups regarding such topics as "DV 101," Healthy Relationships, Healthy Coping Strategies, DV and Substance Abuse Issues, etc. Creative ideas are welcome and supported in line with addressing clients' needs and wishes.
- ◆ Interface with DOVE's Civilian DV Advocates, and Legal Advocacy Program/Staff Attorneys, shelter-based Advocates, as well as Community Education & Prevention program.
- ◆ Attend and participate in regular Case Review meetings and weekly Supervision sessions.
- ◆ Assist SMCS with ongoing development/evaluation of program effectiveness.
- ◆ Complete forms and reports as required by the organization and funders.
- ◆ Participate regularly and represent DOVE at local, regional, and/or state meetings as requested by SMCS and/or Executive Director.
- ◆ Be available for consultation by other team members and intern(s) as needed.
- ◆ Provide assistance, instruction, feedback, and/or serve as daily point-of-contact for interns as needed.
- ◆ Periodically provide coverage of the shelter and hotline.

24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 www.dovema.org

- ◆ This role may include participation in regular on-call rotation for emergency shelter (for 1 week every 5-8 weeks).
- ◆ Complete other duties as assigned.

Skills & Qualifications:

- ◆ Minimum 2 years' related human services experience required.
- ◆ Bilingual/bicultural (Spanish, Portuguese, Haitian Creole, Vietnamese, Mandarin, and/or Cantonese and English) strongly preferred but not required.
- ◆ Knowledge and demonstrated ability/experience working with individuals and families impacted by violence, abuse, and trauma.
- ◆ Knowledge and demonstrated ability/experience working with people from a range of diverse backgrounds (racially, ethnically, and culturally) as well as identities and lived experiences.
- ◆ Knowledge and demonstrated ability/experience working with individuals with histories of substance abuse and/or mental health challenges.
- ◆ Basic knowledge of legal, child protection, health and mental health/social service systems helpful.
- ◆ Demonstrated crisis intervention, problem-solving, and conflict resolution skills.
- ◆ Be a "people person;" enjoy talking and working with others.
- ◆ Demonstrated experience making and maintaining connections in community and professional settings; some experience in public speaking, networking, designing and conducting presentation and training, group facilitation helpful.
- ◆ Willingness to learn about and actively use anti-oppression awareness and understanding in work.
- ◆ Ability to collaborate effectively, internally and externally.
- ◆ Ability to effectively multi-task.
- ◆ Flexibility and sense of humor.
- ◆ Sound computer skills.
- ◆ Bachelor's degree in Women's/Gender studies, Asian Studies, Africana Studies, Chicana studies, social work, sociology, psychology or related field + 2 years' related experience required. Anti-oppression activist experience welcome.

Requirements:

- ◆ Must be committed to DOVE's mission and practice philosophies, to ending violence and oppression, to using empowerment practice, and to promoting social justice and social change.
- ◆ Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within 1st year of hire.
- ◆ Must have valid MA driver's license, reliable transportation, and willingness to travel.
- ◆ The ability to climb and descend stairs and lift/carry up to 25 pounds.
- ◆ This position is classified as an Essential Employee of DOVE and may be required to travel during State of Emergency declared by the Governor.
- ◆ CORI check upon offer of hire.

*** DOVE is willing to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities, and persons with experience working in DOVE's catchment area are particularly encouraged to apply.*

Work Schedule: Full-time, exempt position, generally Monday - Friday 9:00am-5:00pm. The Community Advocate will be required to work at other times to conduct groups, provide on-call coverage, and/or attend training/meetings; this will include evening and occasional weekend hours.

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Compensation & Benefits: DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

Compensation:

- ◆ Position will be paid hourly in the range of \$20.43-\$21.63 (FTE annual range = \$42,500-\$45,000).
- ◆ Additional compensation is available for proficient language skills preferred in DOVE's catchment area, including Spanish, Portuguese, Haitian Creole, and/or Vietnamese; \$1,500 gross annual per 40 hr FTE for 1st language in addition to English, and \$1,000 gross annual per 40 hr FTE for 2nd language in addition to English.

Benefits consistent with personnel policy:

- ◆ Paid time off: vacation (2 weeks in Year 1, increases at Year 2), personal (3 days/year), sick (12 days/year), and 12 holidays
- ◆ Insurance coverage (Health/Dental, Short-Term Disability, and Life/ADD).

This position is supported by and dependent on grant funds.

To apply, send Cover Letter specifically for this position and Resume to:

- ◆ Kathleen Lydon, LCSW, Senior Manager of Community Services, DOVE Inc.
applytodove@gmail.com
- ◆ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin the week of Feb 5; interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work by early-mid-March, 2018.
- ◆ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

For more information on DOVE, see our website: www.dovema.org

Posted January 8, 2018

