

Job Description:

## **DOMESTIC VIOLENCE MOULTRIE COUNTY COORDINATOR**

### **GENERAL RESPONSIBILITIES**

The Domestic Violence Moultrie County Coordinator is responsible for provision of domestic violence services to adults and children within Sullivan and Moultrie County, and for networking with the Dove Domestic Violence Program staff in the Decatur facility.

### **EXAMPLES OF WORK**

Provides direct services to clients (completes intakes on non-residential/residential clients; answers Moultrie County Hotline, provides counseling, case management, crisis intervention & referrals to clients)

Documents services provided according to program standards.

Informs clients of legal rights through the Illinois Domestic Violence Act (IDVA)

Prepares quarterly reports for funder.

Provides domestic violence education & training to the community in Moultrie County.

Recruits and works with volunteers.

Plans & coordinates program fundraising events.

Works with Moultrie County Advisory Committee.

Attends/Participates in all required Dove and Domestic Violence Program meetings.

Attends/participates in agency and program events.

Performs other duties as required.

### **QUALIFICATIONS**

The Moultrie County Coordinator should have two years successful experience, work or volunteer, in a social services setting and should be familiar with issues affecting women & children. She should have knowledge about domestic violence. An academic degree may substitute for a portion of experience. The Moultrie County Coordinator must be an Illinois Certified Domestic Violence Professional or obtain such status within one year of employment.

The Moultrie County Coordinator must be able to demonstrate a high level of maturity, dependability, & sensitivity, & be able to follow high standards of confidentiality. A feminist perspective is desired. Applicants must be able to perform the following: Lift/carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and Dove, Inc. Personnel Policy. These checks may be updated periodically.

### **SALARY AND BENEFITS**

The introductory salary range for this position is \$27,000 - \$32,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance (30 hours per week or more), life insurance and disability insurance (25 hours per week or more), direct deposit, matching retirement fund, & an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week. This employment is contingent upon continued funding for this position. The Domestic Violence Moultrie County Coordinator is under the supervision of the Domestic Violence Program Director. The Moultrie County Coordinator's office is located in Sullivan, IL. This position is exempt from the requirements of the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

**Revised May 20, 2016**