

Job Description:

## **DOMESTIC VIOLENCE PARENTING SPECIALIST**

### **GENERAL RESPONSIBILITIES**

The Domestic Violence Parenting Specialist is responsible for provision of training and counseling domestic violence victims with children in order to improve their parenting skills. The Parenting Specialist is also responsible for assisting in the provision of quality services to child clients of the program.

### **EXAMPLES OF WORK**

Provides direct services to clients (completes intakes on non-residential/residential clients; answers hotline as needed; provides counseling, case management, crisis intervention & referrals to clients).

Documents services provided according to program standards.

Plans and facilitates parenting skills classes to adult clients in the DV Program and Homeward Bound Program.

Provides individual parenting skills sessions with clients of the program.

Assists in providing childcare during support groups and when mothers are unable to be with their children.

Serves as a positive role model to mothers in the program in managing children's behavior/parenting.

Provides family counseling/intervention as needed.

Provides presentations to community groups about the issues of domestic violence and its relationship to child abuse, i.e., the inter-generational aspects of violence in the family.

Provides On Call services within the rotation of domestic violence staff.

Attends and participates in all required Dove and Domestic Violence Program staff meetings.

Attends/participates in agency and program events.

Performs other duties as required.

### **QUALIFICATIONS**

Candidates should have at least two years successful experience in human services, including at least one year in the domestic violence or child abuse field. Volunteer work and/or a Bachelor's degree in a related field will be considered in lieu of experience. The Parenting Specialist is expected to be familiar with child development stages, effective parenting models, crisis intervention, and domestic violence. The Parenting Specialist must be reliable, sensitive, and emotionally mature. Applicants must be able to perform the following: Lift and 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 the Dove, Inc. Personnel Policy. These checks may be updated periodically.

### **SALARY AND BENEFITS**

The introductory salary range for this position is \$20,800 to \$23,340 annually. Raises are provided annually based on merit and availability of funds. 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, and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time 40 hour per week position. This employment is contingent upon continued funding for this position. The Parenting Specialist is supervised by the Domestic Violence Youth and Family Services Coordinator and maintains an office in the Domestic Violence Shelter. Days worked may include weekends, evenings, and/or holidays. This position is subject to the requirements of the Fair Labor Standards Act.

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

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