

Job Description:

DOMESTIC VIOLENCE PIATT COUNTY COORDINATOR

GENERAL RESPONSIBILITIES

The Domestic Violence Piatt County Coordinator is responsible for provision of domestic violence services to adults and children within Monticello and Piatt 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 Piatt 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 required reports for funders.

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

Recruits and works with volunteers.

Plans and coordinates program fundraising events.

Works with Piatt 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 Piatt County Coordinator should have two years successful experience, work or volunteer, in a social services setting and should be familiar with issues affecting victims of domestic violence and their children. An academic degree may substitute for a portion of experience. The Piatt County Coordinator must be able to demonstrate a high level of maturity, dependability, and sensitivity, and must be able to follow high standards of confidentiality. This individual must be an Illinois Certified Domestic Violence Professional or obtain such status within one year of employment. 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 \$23,000 to \$28,000 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, and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

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

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 2/15/18