

Job Description:

DOMESTIC VIOLENCE MULTI-COUNTY ADVOCATE

GENERAL RESPONSIBILITIES

The Domestic Violence Multi County Advocate is responsible for providing services in the rural county offices of DeWitt, Moultrie, and Shelby Counties. Major responsibilities include providing direct services to adults and children in the rural counties and providing education and awareness about domestic violence in the rural counties.

EXAMPLES OF WORK

Provision of direct services to clients in the outlying counties.
Answers Hotline in rural county offices.
Documents services provided according to program standards.
Informs clients of legal rights through the IL Domestic Violence Act. (IDVA)
Makes presentations to community groups about the issue of domestic violence.
Assists with domestic violence training and education and awareness in the rural county communities.
Providing coverage for rural offices when the Rural County Coordinator is sick, on vacation, etc.
Attends and participates in all required Dove and Domestic Violence Program meetings.
Performs related duties as required.

QUALIFICATIONS

Candidates should have at least two years successful experience in human services. The Domestic Violence Rural County Advocate is expected to have a familiarity with the dynamics of domestic violence and prior experience in programs serving clients in crisis, is preferred. The Domestic Violence Rural County Advocate must be extremely reliable, sensitive, emotionally mature and have demonstrated skills in counseling victims of domestic violence, crisis intervention, problem solving, case management, program planning, and time management. 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 Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The salary range for this position is \$25-28000 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 position requiring 40 hours per week. The Multi County Advocate reports to the DV Legal Advocate Supervisor. An office for the Multi County Advocate is located in the DeWitt County Office building in Clinton, IL. Days worked may include week-ends, and/or holidays. This position is subject to the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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