

Job Description:

DOMESTIC VIOLENCE CHILDREN'S SPECIALIST

GENERAL RESPONSIBILITIES

The Children's Specialist is responsible for ensuring that children in the Domestic Violence Program receive positive attention, structured activities, and appropriate referrals while their families are clients in the program. The Children's Specialist plans and implements activities which will enhance the children's personal skills, self-esteem, and safety.

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 activities around educational, recreational, and emotional needs of all ages of children in the group.

Provides individual and group education & intervention for the children.

Maintains resources for children's activities.

Provides child care during support groups and times when mothers must leave 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 information and referrals to mothers for needs of children

Advocates for clients with other service providers.

Provides advocacy for children with school system, including transportation to & from school as needed.

Tracks, documents and reports on required grant information.

May include up to 20% VOCA allowable time spent assisting in the provision of domestic violence education to middle and high school students about healthy relationships and teen dating violence.

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

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

Attends/participates in agency and program events.

Performs other duties as required.

QUALIFICATIONS

The Children's Specialist should have demonstrated interest and experience in working with children of all ages. Some knowledge of social services and domestic violence is helpful and desired. A familiarity with child development and child management is required. A feminist perspective is desired. A valid driver's license and insurance is required. 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. 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 \$26,000 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 & disability insurance (25 hours per week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This position is full time, requiring 40 hours per week. This employment is contingent upon continued funding for this position. The work schedule is Tuesday, 11 a.m. to 7 p.m., Wednesday – Saturday 8 a.m. – 4 p.m. Occasional variations in the schedule are made to accommodate client and program needs. The Children’s Specialist is supervised by the Domestic Violence Youth and Family Services Coordinator. The Domestic Violence Children’s Specialist’s office is located in the Domestic Violence Shelter. This position is subject to the requirements of the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 7/26/17