



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Domestic Violence Program Shelter Specialist (Mid-Shift) Job Description

GENERAL RESPONSIBILITIES

This Shelter Specialist, Mid-Shift, is responsible for provision of services to victims of domestic violence and their children that enter the Dove Domestic Violence Program Shelter. This position is responsible for shelter supervision from 12:00 p.m. to 8:00 p.m., Monday-Friday. This position is supervised by the Domestic Violence Shelter Operations Supervising Coordinator.

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.

Provides activities and services to shelter residents in conjunction with other staff members.

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

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

Attends/participates in all required agency and program events.

Performs other duties as required.

QUALIFICATIONS

Candidates should have at least one year of successful experience in human services, either as employment or as a volunteer. An academic degree in a related field will be considered in lieu of experience. The Shelter Specialist, Mid-Shift, should be familiar with the causes and consequences of domestic violence and should have the ability to deal effectively with crises. S/he should also be reliable, sensitive, and emotionally mature. This specialist will be required to complete the 40-hour IL DV Training course. Candidates must pass a criminal background test and drug screen. 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.

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SALARY AND BENEFITS

The introductory salary range is between \$32,500 - \$34,500 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 Shelter Specialist Mid-Shift office is located in the Domestic Violence Shelter. This position is full-time, requiring 40 hours per week. This employment is contingent upon continued funding for this position. This Specialist is supervised by the Domestic Violence Shelter Operations Supervising Coordinator. 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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