



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 DeWitt County Advocate Job Description

GENERAL RESPONSIBILITIES

The DeWitt County Advocate is responsible for the operation of the DeWitt County office, including provision of domestic violence services to adults and children within Clinton and DeWitt County, as well as networking with the Dove Domestic Violence Program staff in the Decatur facility.

EXAMPLES OF WORK

- Provides direct services to participants (completes intakes on non-residential/residential participants; answers hotline, provides counseling, case management, crisis intervention & referrals to participants).
- Documents services provided according to program standards.
- Assists domestic violence victims with legal remedies.
- Provides community education in DeWitt County.
- Networks with other agencies & key officials in DeWitt County.
- Recruits, trains and works with volunteers.
- Works closely with DeWitt Committee Against Domestic Violence.
- Oversees the Food Pantry that is housed in the Dove DeWitt County Building.
- Attends and participates in all required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Coordinates fundraising for DeWitt County.
- Performs related duties as required.

QUALIFICATIONS

The DeWitt County Advocate should have two years successful experience, work or volunteer, in a social service setting and should be familiar with issues affecting women and children. The DeWitt County Advocate should have knowledge about domestic violence. An academic degree may substitute for a portion of the experience. The DeWitt County Advocate must be able to demonstrate a high level of maturity, dependability, and sensibility, and must be able to follow high standards of confidentiality. Basic computer skills and a feminist perspective is desired. The DeWitt County Advocate must be an IL Certified Domestic Violence Professional or obtain this certification 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

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Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is \$33,000 to \$35,000 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 position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The DeWitt County Advocate's office is located in Clinton, IL. The DeWitt County Advocate is supervised by the Rural County Advocate Supervisor.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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