



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

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## **Domestic Violence Program**

### **Education & Awareness/BABES Specialist Job Description**

#### **GENERAL RESPONSIBILITIES**

**An Education & Awareness/BABES (Beginning Awareness Basic Education Studies) Specialist will serve as a voice for the Domestic Violence and BABES Program by providing community awareness and education to the communities served by the program. An Education & Awareness/BABES Specialist also schedules & facilitates presentations on Domestic Violence 101, BABES, and provides information about the services offered through the program. He/she will provide direct services to adult and child participants as schedule allows while in shelter.**

#### **EXAMPLES OF WORK**

- Schedules, coordinates and facilitates community education and awareness presentations, activities, workshops, in-services to various providers, schools, preschools, daycares, clubs, organizations, churches, hospitals, clinics, etc.
- Provides direct services to participants (completes intakes on non-residential/residential participants; answers hotline as needed; provides individual and group counseling, case management; crisis intervention & referrals to participants)
- Documents services provided according to program standards
- Distributes program literature and educational materials to the community.
- Develops professional relationships and contacts within all communities served by the program.
- Maintains a current schedule of all presentations.
- Provides On-Call duties within the rotation of domestic violence staff.
- Attends required training.
- Attends and participates in required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs other duties as necessary to ensure effective program operation.

#### **QUALIFICATIONS**

**S/he should have demonstrated interest, knowledge & experience of child abuse and neglect, domestic violence, elder abuse, and dating violence. S/he will need to be or must become familiar with agencies, programs, organizations, churches in Dove's 5-county service area. Preference in experience facilitating groups is expected. S/he must work as a team member. A degree may substitute for a portion of the experience needed for this position. Applicants must be able to perform the following: lift & carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision**

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correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities.

### **SALARY AND BENEFITS**

Salary for this position is \$32,500 - \$35,000 with raises each July 1<sup>st</sup> depending on performance & available funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, credit union, matching retirement fund, & an Employee Assistance Program.

### **WORK CONDITIONS AND ENVIRONMENT**

This position is full-time & is supervised by the Domestic Violence Education and Awareness Supervisor. The Domestic Violence Education & Awareness/BABES Specialist works out of 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 March 2024