



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

Parenting and Children's Specialist / Volunteer Lead Staff Job Description

GENERAL RESPONSIBILITIES

The Domestic Violence Parenting and Children's Specialist / Volunteer Lead Staff is responsible for implementation and development of programming and services for parents and children experiencing Domestic Violence. This person will provide individualized advocacy and counseling based on the participant's need, facilitate groups on a weekly basis centered around Healthy Parenting and Children's development and provide overall support to parents and children within the Domestic Violence Program. This person shall be compassionate and creative. The Parenting and Children's Specialist / Volunteer Lead Staff will have experience working with those experiencing trauma and be trauma informed when providing quality services. The Parenting and Children's Specialist / Volunteer Lead Staff will provide ongoing contact, guidance, support and act as a liaison between the volunteers and the Domestic Violence Program.

EXAMPLES OF WORK

- Provides direct services to participants (completes intakes on non-residential and residential participants; answers hotline as needed; provides counseling, case management, crisis intervention and referrals to participants).
- Documents services provided according to program standards.
- Plans and facilitates Children's Domestic Violence Support Group.
- Provides individual support and counseling for child participants in the program.
- Advocates on behalf of children and families with schools, DCFS, medical providers, agencies, and other service providers.
- Plans and facilitates Healthy Parenting Classes to adult participants in the program.
- Provided individual parenting skills session with the participants of the program.
- Assists in providing child care for parents as needed.
- Serves as a positive role model to parents in the programs in managing children's behavior/parenting.
- Provides family counseling/intervention as needed.
- Provides on call services within the staff rotation.
- Provides initial contact, guidance, skills matching, documentation and ongoing support and recognition to Domestic Violence Program volunteers.
- Attends and participates in all required Dove and Domestic Violence Program staff meetings.
- Attends/participates in agency and program events.
- Performs other duties as required.

QUALIFICATIONS

Candidates should have at least two years successful experience in human services, including at least one year in the domestic violence or child abuse field. Volunteer work and or a bachelor's degree in a related field will be considered in lieu of experience. The Parenting and Children's Specialist is expected to be familiar with child development stages, effective parenting models, crisis intervention and domestic violence. The specialist must be reliable, sensitive and emotionally mature.

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 subject to background and drug check as required by program grants and the Dove, Inc. Personnel Policy. These check may be updated periodically.

SALARY AND BENEFITS

The introductory salary range for this position is \$32,000 to \$35,000 annually. Raises are provided annually based on merit and availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life insurance and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time 40 hours per week position. This employment is contingent upon continued funding for this position. The Parenting and Children's Specialist / Volunteer Lead Staff is supervised by the Education and Family Services Supervisor and maintains an office in the Shelter. Days worked may include weekends, evenings and 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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