



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

Education & Awareness Specialist - Part Time - Job Description

GENERAL RESPONSIBILITIES

An Education & Awareness Specialist, PT, will serve as a voice for the Domestic Violence Program by providing community awareness and education to the communities served by the program. An Education & Awareness Specialist also schedules & facilitates presentations on Domestic Violence 101 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.

Domestic Violence Program

Education & Awareness Specialist - Part Time - Job Description

page 2

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 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 \$21,000 to \$23,000 with raises each July 1st 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 part-time at 25 hours a week and is supervised by the Domestic Violence Education and Awareness Supervisor. The Domestic Violence Education & Awareness Specialist PT 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 January 2024