



## ***Chinese Advocacy & Outreach Coordinator/ Community Advocate***

***DOVE (DOMestic Violence Ended)***, Inc. was founded in 1978 by the Quincy Mayor's Commission on Women and a group of committed community volunteers. Since 1978, DOVE has grown from one crisis hotline to a comprehensive multi-services organization. DOVE provides a range of services for adults, inclusive of gender identity and sexual orientation, who have been abused – physically and sexually as well as emotionally and financially. These services include: crisis intervention; danger/risk assessment and safety planning; supportive counseling, advocacy, and case management; emergency shelter; legal advocacy; support groups; and community outreach and education. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County, and also serves the greater South Shore. *Having strengthened our general service base over the last number of years, DOVE is now seeking to enhance access to services for Chinese/Chinese American survivors throughout Quincy and the South Shore.*

### ***Mission Statement***

*DOVE is committed to partnering with diverse communities, families, and individuals impacted by domestic violence. We promote hope, healing, safety, and social change by providing a broad range of preventive and responsive services.*

### **Position Overview**

This position is responsible to: provide general supportive counseling and advocacy services to survivors of domestic violence (community-based and shelter); conduct trainings and provide outreach and information about DOVE's services as well as to raise awareness about issues of abuse and violence in the Chinese/Chinese-American community; serve as a liaison between DOVE and Chinese-American community members; and provide advocacy and guidance re: strengthening of culturally responsive and affirming services within DOVE and to community health and social service providers. This position reports to the Senior Manager, Community Services and will also work closely with the Senior Manager, Prevention & Education.

### **Responsibilities include:**

#### *Community Advocacy/Direct Service Provision (60-65%)*

- ❖ Provide culturally competent and affirming, trauma-informed emotional support, supportive counseling, advocacy, and assistance to survivors seen through DOVE's community-based services. Includes conducting culturally specific danger assessment and safety planning as well as connecting survivors with internal and external services (e.g., legal, housing, benefits, mental health and substance abuse, etc.). Act as Counselor of the Day in rotation with other Advocates and Interns in Community Office.
- ❖ Work collaboratively with health and social service providers, service providers specializing in care for Chinese/Chinese American community members, therapists, child protection services, and others to ensure coordination of services for clients.
- ❖ Interface closely with DOVE's other programs, including Emergency Shelter, Legal Advocacy Services, Civilian Advocacy, and Children Exposed to DV services, ensuring two-way quality provision of care. Be available for consultation by other team members and intern(s) as well as community partners as needed, particularly on the needs of Chinese/Chinese American survivors.
- ❖ Design, promote, and co-facilitate psycho-educational and/or support groups as assigned, with targeted outreach to Chinese/ Chinese-American survivors.

24-Hour Hotline: 617.471.1234 or 1.888.314.DOVE (3683)

Community Advocacy & Prevention Services P.O. Box 690267 Quincy, MA 02269 617.770.4065 [www.dovema.org](http://www.dovema.org)

- ❖ Periodically provide coverage of the shelter and hotline.
- ❖ Assist Senior Managers with ongoing program development and development/evaluation of program effectiveness.
- ❖ Participate in regular on-call rotation (1 week every 5-8 weeks).

*Chinese Community Outreach & Awareness, Program-Building, & Liaison (25-35%)*

- ❖ Initiate contact and grow relationships with community service providers, churches/temples, food pantries, schools, and others working with Chinese/Chinese American communities to promote awareness of DOVE's services. Work to embed self in and engage with these community settings to build relationship and gain trust. Will include working with Asian Task Force Against DV, Quincy Asian Resources (QARI), Boston Chinatown Neighborhood Center, and South Cove Community and Manet Community Health Centers.
- ❖ Contribute to outreach and collaboration events, including representing DOVE at community and health fairs, tabling events, cultural and community festivals, events, and forums.
- ❖ Conduct presentations to promote awareness of dating and domestic/partner violence issues, as well as DOVE's services.
- ❖ Ensure that all Chinese/Chinese American survivors are provided with professional, empathic, culturally affirming services within the context of DOVE's mission and funder requirements. Assess, be a voice for, strengthen, and grow DOVE's policies, practices, and organizational capacity to provide services that are informed by and responsive to Chinese/Chinese American survivors' needs.
- ❖ Serve as an ambassador for and liaison with DOVE for members of Chinese/Chinese American communities, sharing information out, and bringing feedback and information in. Help DOVE work to earn the trust and confidence of Chinese/Chinese American communities and survivors.

*Administrative/Additional Responsibilities (10-15%)*

- ❖ Attend and participate in regularly scheduled individual supervision, staff meetings, team meetings, and ongoing professional development meetings and trainings.
- ❖ Keep case notes and records, track services delivered in the EmpowerDB database; submit routine reports for funders in collaboration with the Senior Manager of Community Services.
- ❖ Periodically represent DOVE in meetings or interactions with collaborators, community stakeholders, donors, and/or funders.
- ❖ Complete other duties to ensure that DOVE clients/survivors and communities are provided with professional, empathic, safe, and affirming services within the context of DOVE's mission and consistent with legal, organizational, and funder requirements.

**Skills & Qualifications:**

- ❖ Bilingual/Bicultural. Excellent oral skills in English and Mandarin and/or Cantonese. Excellent written skills in English and Chinese.
- ❖ Knowledge and demonstrated ability/experience working within and on behalf of Chinese/Chinese American persons and communities; experience in partner abuse in historically oppressed communities preferred.
- ❖ Knowledge and demonstrated ability/experience working with individuals and families impacted by violence, abuse, and trauma.
- ❖ Knowledge and demonstrated ability/experience working with people from a range of diverse backgrounds (racially, ethnically, and culturally) as well as identities and lived experiences.
- ❖ Knowledge and demonstrated ability/experience working with individuals with histories of substance abuse and/or mental health challenges.

- ❖ Basic knowledge of legal, child protection, health and mental health/social service systems helpful.
- ❖ Demonstrated crisis intervention, problem-solving, and conflict resolution skills.
- ❖ Be a “people person;” enjoy talking and working with others.
- ❖ Demonstrated experience making and maintaining connections in community and professional settings; some experience in public speaking, networking, designing and conducting presentation and training, group facilitation helpful.
- ❖ Willingness to learn about and actively use anti-oppression awareness and understanding in work.
- ❖ Ability to collaborate effectively, internally and externally.
- ❖ Ability to effectively multi-task.
- ❖ Flexibility and sense of humor.
- ❖ Sound computer skills.
- ❖ Bachelor’s degree in Women’s/Gender studies, Asian Studies, Africana Studies, Chicana studies, social work, sociology, or related field + 2 years’ related experience required. Anti-oppression activist experience preferred.

**Requirements:**

- ◆ Must be committed to DOVE’s mission and practice philosophies, to ending violence and oppression, to using empowerment practice, and to promoting social justice and social change.
- ◆ Must complete DOVE’s comprehensive domestic violence training within one (1) year of hire, participating when the training is next offered by DOVE; documentation of similar training at another organization may partially fulfill this requirement.
- ◆ Valid MA driver’s license, reliable transportation, current automobile insurance, and willingness to travel within DOVE’s service area on organizational business very strongly preferred.
- ◆ Able to climb and descend stairs, bend, and lift items (including shoveling) up to 25 pounds preferred.
- ◆ This position is classified as an Essential Employee of DOVE and may be required to travel during State of Emergency declared by the Governor.
- ◆ A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

*\*\* DOVE is willing to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities, Bilingual/Bicultural (Chinese/English), persons of color, LGBTQ/T-identified persons, and persons with experience working in DOVE’s catchment area are strongly encouraged to apply.*

Work Schedule: Full-time, hourly position, 40 hours/week, generally Monday-Friday 8 hours/day, including at least one evening weekly and periodic weekend hours; flexibility is required. The incumbent will be required to work at other times to provide on-call coverage and/or attend training/meetings; this will periodically include evening and weekend hours.

Compensation & Benefits: DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.



Compensation:

- ◆ Position will be paid hourly in the range of \$20.67-\$21.65 (FTE annual range = \$43,000-\$45,000).
- ◆ Additional compensation is available for demonstrated, proficient language skills preferred in DOVE's catchment area, including Mandarin, Cantonese, Vietnamese, Spanish, Haitian Creole, and/or Portuguese; \$1,500 gross annual per 40 hr FTE for 1<sup>st</sup> language in addition to English, and \$1,000 gross annual per 40 hr FTE for 2<sup>nd</sup> or more language/s in addition to English.

Benefits consistent with personnel policy:

- ◆ Paid time off: Vacation (2 weeks in Year 1, increases at Year 2), Personal Days (3 days/year), Sick time (12 days/year), and 12 Holidays
- ◆ Insurance coverage (Health/Dental, Short-Term Disability, and Life).

This position is supported by and dependent on grant funds.

*To apply, send Cover Letter specifically for this position and Resume to:*

- ❖ Kathleen Lydon, LICSW, Senior Manager of Community Services, DOVE Inc. at [applytodove@gmail.com](mailto:applytodove@gmail.com)
- ❖ Applications will be considered until the position is successfully filled. 1<sup>st</sup> round applicant reviews will begin the week of December 11 and interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work January/February 2018.
- ❖ Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

For more information on DOVE, see our website: [www.dovema.org](http://www.dovema.org)

*Posted November 2017*



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