



***Children's Specialist/Community Services Coordinator
Children Exposed to Domestic Violence (CEDV) Program***

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 child 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 newly created position is responsible to: provide trauma-informed and age-appropriate support services, counseling, and advocacy to children who have experienced domestic violence and their non-offending/survivor parent; provide advocacy and support parent/caregiver on behalf of their children's education, health, and other needs; and provide leadership within DOVE to team members regarding children's needs for immediate and long-term stabilization and healing after violence in the home.

This position reports to the Senior Manager, Community Services and will also work closely with all of the direct service staff: emergency shelter, community advocacy, civilian advocacy, legal services, community outreach and education, and teen dating violence prevention. The position will receive clinical and programmatic support of staff at BMC's Child Witness to Violence Program.

Responsibilities include:

Community Advocacy/Direct Service Provision

- ❖ Provide culturally competent and affirming, age-appropriate, trauma-informed emotional support, supportive counseling, advocacy, and assistance to children of survivors seen through DOVE's community-based services, and to survivors particularly in their parenting role.
- ❖ In collaboration with DOVE staff, parent/caregiver, and child(ren), evaluate needs and appropriate intervention strategies to assist in addressing immediate concerns.
- ❖ Work collaboratively with health and social service providers, schools, therapists, child protection services, and others to ensure coordination of services for families.
- ❖ Interface closely with DOVE's other programs, including Community-Based Advocacy Services, Emergency Shelter, Legal Advocacy Services, and Civilian Advocacy, 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 child survivors.

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

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- ❖ Develop and provide trainings about the dynamics of family violence and child trauma to community providers and early childhood educators.
- ❖ Design, promote, and co-facilitate psycho-educational and/or support groups as assigned, with targeted outreach to children as well as survivors/parents in both residential and community-based settings.
- ❖ Assist Senior Managers with ongoing program development and development/evaluation of program effectiveness.

Administrative/Additional Responsibilities

- ❖ 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:

- ❖ Knowledge and demonstrated ability/experience working with children affected by trauma, and survivors who are parents, using a variety of age-appropriate interventions and modalities; experience working with children exposed to domestic violence 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/mental health, and 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 our work.
- ❖ Ability to collaborate effectively, internally and externally.
- ❖ Ability to effectively multi-task.
- ❖ Flexibility and sense of humor.
- ❖ Sound computer skills.

Education & Experience:

- Clinical degree (MSW, MFT, MHC) strongly preferred.
- Minimum of two (2) years direct service/clinical experience required.



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 strongly preferred.
- ❖ Able to climb and descend stairs, bend, and lift items 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/Mandarin or Cantonese, Vietnamese, Spanish, Haitian Creole, and/or Portuguese;), 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 2-3 weekdays into at least early evening, and occasional weekend hours; **flexibility is required.** The incumbent will be required to work at other times/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 \$46,000-\$50,000 annual salary/equivalent, depending on experience.
- ❖ Additional compensation is available for demonstrated, proficient language skills preferred in DOVE's catchment area, including Mandarin, Cantonese, Spanish, Portuguese, Haitian Creole, and/or Vietnamese; \$1,500 gross annual per 40 hr FTE for 1st language in addition to English, and \$1,000 gross annual per 40 hr FTE for 2nd 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 (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.



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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
- ❖ Applications will be considered until the position is successfully filled. 1st 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 .

Posted November 2017

