



**CIVILIAN DOMESTIC VIOLENCE ADVOCACY PROGRAM  
BICULTURAL/BILINGUAL HAITIAN/CREOLE 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 who have been abused – physically and sexually as well as emotionally and financially. These services include: crisis intervention; safety assessment and planning; supportive counseling, advocacy, and case management; emergency shelter; legal advocacy; educational and support groups; community outreach and education; and neighborhood organizing for prevention. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County; we also serve the greater 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.*

**Job Purpose**

The Haitian Civilian Advocate provides services for victims/survivors who live and/or work in the communities of Milton, Randolph, and Holbrook, as well as survivors seeking culturally and/or linguistically specific services in some of DOVE's other programs. Working primarily through the Police Departments in Milton, Randolph, and Holbrook, the Haitian Civilian Advocate contacts victims following police DV calls, and provides information, support, risk assessment and safety planning, and advocacy to survivors.

The Haitian Civilian Advocate reports to the Civilian DV Advocacy Program Manager (CDVAPM).

**Specific Responsibilities Include, but are not limited to:**

- ◆ Work within the Milton, Randolph, and Holbrook Police Departments as a liaison between the police departments and DOVE.
- ◆ Provide follow-up services to victims of domestic violence identified in police reports and through police referrals. This includes calling victims to inform them of their rights and available services and mailing informational correspondence.
- ◆ Provide crisis intervention, safety planning, risk identification and assessment, advocacy and referrals.
- ◆ Provide information, consultation, and constructive feedback to police personnel regarding domestic violence dynamics, issues facing survivors, and community strengths and resources, with the goal of improving the safety of and services for survivors.
- ◆ Accompany victims to court, provide information on the court process, and aid victims in obtaining legal assistance.
- ◆ Participate in community outreach efforts and relationship-building, including attending community roundtables and networking with area service providers. Attend other meetings or appointments that will assist in providing quality advocacy services to victims/survivors.
- ◆ Conduct Intakes/Needs Assessment and serve as Community Advocate for survivors seeking culturally/linguistically specific services.

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)

- ◆ Work with other DOVE staff (Community Advocates, Staff Attorneys, etc.) to ensure coordination and provision of services for victims/survivors and address victim/survivor needs and concerns.
- ◆ Participate in the Norfolk County High Risk Assessment Team (convened by the DA's office).
- ◆ Participate in the Quincy Court Outreach Program (QCOP) at Quincy District Court on a rotating basis.
- ◆ Participate in conducting the Norfolk County Community Corrections (NCCCP) educational group for female participants.
- ◆ Attend regular staff, team, and supervision meetings.
- ◆ Participate in regular on-call rotation (for 1 week every 5-7 weeks).
- ◆ On occasion, provide coverage of the emergency shelter and hotline.
- ◆ Other related duties as assigned.

#### **Skills & Qualifications:**

- ◆ Bicultural/bilingual Haitian/Creole required.
- ◆ Bachelor's degree in social work, sociology, Women's/Gender studies, Asian Studies, Africana Studies, Chicana studies, or related field + 2 years' related experience required. Experience in domestic violence work strongly preferred.
- ◆ Knowledge and demonstrated ability/experience working within and on behalf of Haitian/Haitian American persons and communities; experience in partner abuse in historically oppressed communities preferred.
- ◆ Willingness to learn about and actively use anti-oppression awareness and understanding in daily work.
- ◆ Knowledge about and experience working with individuals and families impacted by abuse and/or trauma.
- ◆ Demonstrated crisis intervention, problem-solving, and conflict resolution skills.
- ◆ Knowledge of child protection services and the criminal justice system as they relate to victims/survivors of violence and their families helpful.
- ◆ The ability and desire to work with diverse populations including, but not limited to, non-English speaking families, LGB/T (Lesbian, Gay, Bisexual and/or Transgendered) survivors, and individuals with histories of substance abuse and/or mental health challenges.
- ◆ 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.
- ◆ Excellent oral/interactive and written communication skills; sound computer skills.
- ◆ Ability to work independently and to collaborate effectively, internally and externally.
- ◆ Ability to follow through on obtaining and maintaining required data and documents for record-keeping and reporting, and to meet deadlines.
- ◆ Ability to effectively multi-task.
- ◆ Flexibility and sense of humor.

#### **Requirements:**

- ◆ Must have valid MA driver's license, reliable transportation, and willingness to travel within DOVE's service area. Use of personal vehicle required.
- ◆ 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.
- ◆ The ability to climb and descend stairs and lift/carry up to 25 pounds.

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- ◆ Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within 1<sup>st</sup> year of hire.
- ◆ CORI check upon offer of hire.

*\*\* DOVE is willing to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities, Bilingual/Bicultural, 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 \$21.60-\$22.60 (FTE annual range = \$45,000-\$47,000).
- ◆ Additional compensation is provided for demonstrated, proficient language skills preferred in DOVE's catchment area; \$1,500 gross annual per 40 hr FTE or .72/hr for 1<sup>st</sup> language; Haitian Creole is required. Additional compensation of \$1,000 gross annual per 40 hr. FTE for 2<sup>nd</sup> or more language/s in addition to English, including Mandarin, Cantonese, Vietnamese, Spanish, and/or Portuguese.

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:*

- ❖ Maureen Flores, Civilian DV Advocacy Program Manager, 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 targeted for early March; interviews will be offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work April/May 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 February 2018



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