



LGBQ/T* Advocacy & Outreach Coordinator/Community Advocate

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.

DOVE's Statement of Welcome and Affirmation

DOVE provides services to individuals impacted by domestic violence and welcomes refugee and immigrant survivors both documented and undocumented, people with disabilities, people who are deaf or hard of hearing, people of color, and LGBQ/T and gender non-conforming individuals.

Organization Summary

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 is the only domestic violence organization, including shelter, in Norfolk County and also serves the greater South Shore. DOVE is substantively more than an emergency shelter for victims of domestic violence; DOVE provides a range of services for adults who have been abused, including a 24-hour hotline, emergency shelter, crisis intervention services, safety assessment and planning; supportive education and counseling, support groups, legal assistance, and assistance accessing governmental and community-based services, 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. At DOVE, we believe that all people have the right to live without fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships.

Position Title: LGBQ/T* Advocacy & Outreach Coordinator
Positions Status: Regular Full-Time
FLSA Classification: Non-Exempt/hourly
Reports To: Director, Community Services
Supervisory Responsibilities: none

Job Purpose:

Position Overview

This position is responsible to: provide general supportive counseling and advocacy services to survivors of domestic violence ; conduct LGBQ/T specific trainings and provide outreach and information about DOVE's services as well as to raise awareness about LGBQ/T* violence issues with a particular emphasis on the unique needs and experiences of transgender and gender non-conforming survivors; serve as a liaison between DOVE and LGBQ/T community members and organizations; and provide advocacy and guidance re: strengthening of LGBQ/T-responsive services within DOVE and to community health and social service providers. This position reports to the Director of Community Services and will also work closely with the Director of Prevention & Education.

Responsibilities include:*Community Advocacy/Direct Service Provision (55-65%)*

- ◆ Provide emotional support, supportive counseling, advocacy, and assistance to survivors of domestic violence seen through DOVE's community-based services. Includes screening, conducting 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, therapists, child protection services, LGBTQ/T*-specific resources and service providers, and others to ensure coordination of services for clients.
- ◆ Design, promote, and co-facilitate psycho-educational and/or support groups as assigned, with targeted outreach to LGBTQ/T survivors.
- ◆ Be available for consultation by other team members and intern(s) as well as community partners as needed, particularly on the needs of LGBTQ/T survivors.
- ◆ Periodically provide coverage of the shelter and hotline.
- ◆ Assist Directors with ongoing program development and development/evaluation of program effectiveness.
- ◆ Participate in regular on-call rotation (1 week every 5-8 weeks).

LGBTQ Community Outreach & Awareness, Program-Building, and Liaison (30-40%)

- ◆ Initiate contact and grow relationships with community service providers, churches, schools, and others working with LGBTQ/T communities to promote awareness of DOVE's services.
- ◆ Contribute to outreach and collaboration events, including representing DOVE at community and health fairs, tabling events, Boston and QuincyPride and LGBTQ/T events and forums.
- ◆ Conduct and create presentations to promote awareness of LGBTQ/T partner violence issues, as well as DOVE's services.
- ◆ 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 LGBTQ/T survivors' needs. Help DOVE earn the trust and confidence of LGBTQ/T communities and survivors.
- ◆ Serve as an ambassador for and liaison with DOVE for members of LGBTQ/T communities, sharing information out, and bringing feedback and information in.
- ◆ Ensure that all LGBTQ/T survivors are provided with professional, empathic, appropriate services within the context of DOVE's mission and funder requirements.

Additional Responsibilities (10-15%)

- ◆ Participate supervision, team, case review, and staff meetings.
- ◆ Maintain documentation of services provided.
- ◆ Prepare client service documentation and programmatic statistics and reports.
- ◆ Complete other duties as assigned.

Skills & Qualifications:

- ◆ Knowledge and demonstrated ability/experience working within and on behalf of LGBTQ/T persons and communities with a particular emphasis on having skills, knowledge, and experience advocating for and working with transgender and gender-non conforming individuals; experience in LGBTQ/T partner abuse preferred.
- ◆ Knowledge and demonstrated ability/experience working with individuals and families impacted by violence, abuse and/or 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.
- ◆ Knowledge of child protection services and the criminal justice system as they relate to victims/survivors of violence and their families.
- ◆ 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; experience in public speaking, networking, designing and conducting presentation and training, group facilitation.
- ◆ Willingness to learn about and actively use anti-oppression awareness and understanding in work.
- ◆ Excellent oral/interactive and written communication skills; sound computer skills.
- ◆ Ability to collaborate effectively, internally and externally.
- ◆ Ability to effectively multi-task.
- ◆ Flexibility and sense of humor.
- ◆ Bachelor’s degree in Women’s/Gender studies, Africana Studies, Chicana studies, social work, sociology, or related field + 2 years’ related experience required. Anti-oppression activist experience preferred. MSW preferred.

Requirements:

- ◆ Must be committed to DOVE’s mission, to using empowerment practice, to ending violence and oppression, and to promoting social justice and social change.
- ◆ Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE’s 35-hour Domestic Violence training within 1st year of hire; additional training in sexual assault preferred.
- ◆ Ability to work a flexible schedule as needed.
- ◆ The ability to climb and descend stairs and lift/carry up to 25 pounds.
- ◆ Must have valid driver’s license, reliable transportation, and willingness to travel.
- ◆ This position is classified as an Essential Employee of DOVE and may be required to travel during State of Emergency declared by the Governor.
- ◆ CORI check upon offer of hire.

*** LGBTQ/T-identified persons, people of color, and Bilingual/Bicultural (Spanish, Portuguese, Chinese, Vietnamese, Southeast Asian) candidates are strongly encouraged to apply.*

Work Schedule: 40 hours/week, generally Monday - Friday 9:00am-5:00pm. The LGBTQ/T Advocacy and Outreach Coordinator be required to work at other times to conduct groups, provide on-call coverage, and/or attend/conduct training/meetings; this will include occasional evening and weekend hours.

Compensation and Benefits: DOVE is committed to working for social and economic justice, engaged and dedicated colleagues, training and education in best practices, professional development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work.

- ◆ Position will be paid hourly in the range of \$21.15-\$22.12 (FTE annual range = \$44,000-\$46,000).
- ◆ Additional compensation is available for proficient language skills preferred in DOVE’s catchment area, including 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 language in addition to English.

- ◆ 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 with employer contribution (Health/Dental, Short-Term Disability, and Life/ADD).

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

- ◆ Kathleen Lydon, LICSW, Director of Community Services, DOVE Inc. at applytodove@gmail.com
- ◆ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin the week of Sept. 10; interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work approximately mid-late October, 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 August 2018