



## ***Chinese Advocacy & Outreach Coordinator/ Community Advocate (Bilingual/Bicultural)***

**DOVE (D***Omestic 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 a 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 and representation; support groups; and community outreach and education. DOVE also provides prevention programming for youth through our *YouthSpeak* program. DOVE is the only domestic violence shelter and community-based service provider based in Norfolk County, and also serves 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.*

### **Position Overview**

This position is responsible to: provide general supportive counseling and advocacy services to survivors of domestic violence; conduct community outreach and share 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 Director, Community Services and will also work closely with the Director, Community Education & Prevention.

### **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.
- ❖ Interface closely with DOVE's other programs, including Legal Advocacy Services, Civilian Advocacy, Children Exposed to DV services, and Emergency Shelter, 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.
- ❖ Conduct psycho-educational and/or support groups, with targeted outreach to Chinese/Chinese-American survivors; training and support provided to Advocate as needed and helpful;
- ❖ 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.
- ❖ Periodically provide coverage of the shelter and hotline, and participate in on-call rotation (1 week every 5-8 weeks).

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)

### *Chinese Community Outreach & Awareness, Community Engagement (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. Connect and partner with Quincy Asian Resources (QARI), Boston Chinatown Neighborhood Center, South Cove Community and Manet Community Health Centers, and Asian Task Force Against DV as requested and appropriate.
- ❖ Contribute to outreach and collaboration events, including representing DOVE at community and health fairs, tabling events, cultural and community festivals, events, and forums.
- ❖ 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 Director 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:**

- ❖ Fluent (writing, reading, and speaking) in English and Chinese (Mandarin and/or Cantonese).
- ❖ Knowledge and demonstrated ability/experience working within and on behalf of Chinese/Chinese American persons and communities.
- ❖ 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.
- ❖ 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 social work, sociology, women's/gender studies, Asian Studies, Africana Studies, Chicana studies, or related field + 2 years' related experience preferred. 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 preferred but not required.
- ◆ 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 \$21.15-\$23.08 (FTE annual range ~\$44,000-\$48,000).
- ◆ Additional compensation (\$1,500 gross) will be provided for proficiency in Chinese language, Mandarin or Cantonese.
- ◆ Further compensation (\$1,000 gross) for demonstrated proficiency in another language needed in DOVE's catchment area, including Vietnamese, Spanish, Haitian Creole, 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.



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

- ❖ Kathleen Lydon, LICSW, Director, 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 January 7 and interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work February/March, 2019.
- ❖ 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 December 2018*



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