



## **Domestic Violence Child Welfare Advocate**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Provide support and advocacy to victims of domestic violence through the Department of Human Services Child Welfare.

### **QUALIFICATIONS:**

- Bachelor's degree in Psychology, Women's Studies, Social Sciences, or related field or two years' relevant experience preferred.
- Minimum one year direct service work with people in crisis.
- Public speaking experience.
- Experience working with families.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally agile and sensitive.
- Strong written and verbal communication skills.
- Ability to work as part of a team and to communicate effectively with social service agency personnel, court staff, judges, and various social service professionals.
- Aptitude to develop extensive knowledge of the dynamics of domestic violence, the impact of abusers on families, and available community resources.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public, both in person and on the telephone.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Ability to provide training to professionals and community members.
- Ability to establish a respectful relationship with clients to help them gain skills and confidence.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of the service population.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Provide support, information, referral and advocacy to victims of domestic violence with the Medford Child Welfare Department of Human Services office.
- Provide direct services to DHS-referred victims of domestic violence to help them meet their goals for immediate and long-term safety and self-sufficiency.
- Provide ongoing support and resource information to victims of domestic violence and assist in the development and implementation of individualized safety plans.
- Provide information on Dunn House services and assist clients in getting to safe shelter.
- Collaborate with other Advocacy Services advocates to provide services to victims of domestic violence.
- Provide consultation and training for DHS staff regarding the dynamics of DV and sexual assault, the potential impact on victims, and victim safety issues as needed.
- Attend DHS staff meetings when requested.
- Serve as a resource for Advocacy Services staff on issues related to victim's involvement in the DHS Child Welfare system.
- Provide case-specific and general consultation and training to DHS personnel for the purposes of safe and effective intervention with victims of domestic violence.
- Provide training and education to volunteers, community groups and social service/criminal justice agencies.
- Serve on committees as appropriate.
- Participate in on-call rotation for victims. Will include up to seven days of 24 hour shift per month.
- Position may require transportation of clients.
- Attend Agency meetings.
- Other duties as assigned.

Position Name: Domestic Violence Child Welfare Advocate  
Department: Community Advocacy Services, Advocacy Services  
Supervisor: Program Manager  
Revision Date: 07-22-20  
FTE: 1.0       Exempt     Non-Exempt  
Position #: 2018KC  
Position Open: Until Filled

Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

**Community Works is an Equal Opportunity Employer**