



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

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## **Domestic Violence Program**

### **Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday) Job Description**

#### **GENERAL RESPONSIBILITIES**

The Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday) is responsible for provision of services to battered victims and their children that enter the Dove Domestic Violence Program's Shelter. This position is responsible for shelter coverage starting shift at midnight and ending shift at 8:00 a.m. the following morning, Thursday - Monday. This position is supervised by the Domestic Violence Advocate Supervisor.

#### **EXAMPLES OF WORK**

- Provides direct services to clients.
- Completes intakes on non-residential/residential clients.
- Answers hotline as needed.
- Provides counseling, case management, crisis intervention & referrals to clients.
- Documents services provided according to program standards.
- Ensures rooms are prepared for incoming clients, which could include laundering linen and disinfecting room.
- Attends and participates in all required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs other duties as required.

#### **QUALIFICATIONS**

Candidates should have at least one year of successful experience in human services, either as employment or as a volunteer. An academic degree in a related field will be considered in lieu of experience. The Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday) should be familiar with the causes and consequences of domestic violence and should have the ability to deal effectively with crises. Candidates should also be reliable, empathetic, and professionally astute.

The Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday) will be required to complete the 40-hour Illinois Domestic Violence Training course.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required.

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Prior to employment, all employees are subjects to criminal background and drug screenings as required by program grants and the Dove, Inc. Personnel Policy. These screenings may be updated periodically.

### **SALARY AND BENEFITS**

The introductory salary range is \$33,000 to \$35,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance (30 hours per week or more), life insurance and disability insurance (25 hours per week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

### **WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week. This employment is contingent upon continued funding for this position. The Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday) is supervised by the Domestic Violence Advocate Supervisor. The Shelter Specialist (3<sup>rd</sup> Shift , Thursday - Monday )office is located within the Domestic Violence Shelter. Days worked may include weekends, evenings, and/or holidays. This position is subject to the requirements of the Federal Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

**Revised January 2024**