



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

Dove, Inc. | 302 S. Union, Decatur, IL 62522 | doveinc.org | dove@doveinc.org

Domestic Violence Program

Part-Time Shelter Advocate Job Description

GENERAL RESPONSIBILITIES

The Domestic Violence Part-Time Shelter Advocate is responsible for provision of services victims and their children who are residential and non-residential clients of Dove's Domestic Violence Program. This position is responsible for shelter coverage 8:00 a.m. to 8:30 p.m. Saturdays and Sundays. This position is supervised by the Domestic Violence Shelter Operations Coordinator.

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.
- Conducts house meetings with residents if necessary.
- Advocates for clients with other service providers as needed.
- 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 Advocate should be familiar with the causes and consequences of domestic violence and should have the ability to deal effectively with crises. S/he should also be reliable, sensitive, and emotionally mature. 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. Prior to employment, all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

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SALARY AND BENEFITS

The introductory salary range for this position is \$18,720 to \$19,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include direct deposit, group health insurance (30 hours per week or more), life insurance and disability insurance (25 hours per week or more), matching retirement fund, and an Employee Assistance Program. Employee will receive holiday pay if the holiday falls on a day they are scheduled to work or they work on an unscheduled day as coverage that falls on a holiday.

WORK CONDITIONS AND ENVIRONMENT

This Advocate works in the domestic violence shelter facility. This position is a part-time position requiring 25 hours per week. This position is subject to the requirements of the Fair Labor Standards Act. Days worked include weekends, evenings and/or holidays.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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