



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

Education & Awareness Specialist Job Description

GENERAL RESPONSIBILITIES

An Education & Awareness Specialist will serve as a voice for the Domestic Violence Program by providing community awareness and education to the communities served by the program. An Education & Awareness Specialist also schedules & facilitates presentations on Domestic Violence 101 and provides information about the services offered through the program. He/she will provide direct services to adult and child participants as schedule allows while in shelter.

EXAMPLES OF WORK

- Schedules, coordinates and facilitates community education and awareness presentations, activities, workshops, in-services to various providers, schools, preschools, daycares, clubs, organizations, churches, hospitals, clinics, etc.
- Provides direct services to participants (completes intakes on non-residential/residential participants; answers hotline as needed; provides individual and group counseling, case management; crisis intervention & referrals to participants)
- Documents services provided according to program standards
- Distributes program literature and educational materials to the community.
- Develops professional relationships and contacts within all communities served by the program.
- Maintains a current schedule of all presentations.
- Provides On-Call duties within the rotation of domestic violence staff.
- Attends required training.
- Attends and participates in required Dove and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs other duties as necessary to ensure effective program operation.

QUALIFICATIONS

S/he should have demonstrated interest, knowledge & experience of child abuse and neglect, domestic violence, elder abuse, and dating violence. S/he will need to be or must become familiar with agencies, programs, organizations, churches in Dove's 5-county service area. Preference in experience facilitating groups is expected. S/he must work as a team member. A degree may substitute for a portion of the experience needed for this position. Applicants must be able to perform the following: lift & carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision

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correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities.

SALARY AND BENEFITS

Salary for this position is \$32,500 - \$35,000 with raises each July 1st depending on performance & available funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, credit union, matching retirement fund, & an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This position is full-time & is supervised by the Domestic Violence Education and Family Services Supervisor. The Domestic Violence Education & Awareness Specialist works out of the domestic violence shelter. This position is subject to the requirements of the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

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