



Civilian Domestic Violence Advocacy Program Bicultural/Bilingual Advocate

Mission Statement

Hope, healing, safety, social change.
Working together to end domestic and partner violence.

Vision

A community unified in peace, justice, and equity,
for the safety and well-being of every individual.

Statement of Welcome and Affirmation

*DOVE welcomes refugee and immigrant survivors
both documented and undocumented; people with disabilities;
people who are D/deaf or hard of hearing; BIPOC (Black, Indigenous, and other People of Color);
LGB, Queer, Trans, and Non-Binary individuals; people of all religion and faith beliefs; and
individuals whose first language is not English.
DOVE welcomes people of all identities, including those not named.*

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and has since grown from one crisis hotline to a comprehensive multi-services organization. DOVE is the only domestic violence organization in Norfolk County. DOVE provides a range of services for individuals who have experienced abuse, including a 24-hour hotline, emergency shelter, safety assessment and planning, supportive education and counseling, support groups, legal assistance, assistance accessing governmental and community-based services, and community outreach and education. At DOVE, we believe that all people have the right to live free from the fear of abuse. At our core, DOVE's work is about fostering healthier and safer relationships for all. DOVE recognizes that oppression and historical and systemic inequity are root causes of problems we strive to address with and on behalf of our survivors. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve.

Job Purpose

The Civilian Domestic Violence Advocacy Program was established in an effort to raise awareness about domestic violence, respond to victims of domestic violence, and create increased access points for services to those experiencing intimate partner violence. DOVE's Civilian Domestic Violence Advocates (CDVA) are based in Quincy, Braintree, Dedham, Holbrook, Milton, Norwood, Randolph and Weymouth Police Departments. They work with victims identified through police domestic violence calls and offer information about safety planning, as well as provide emotional support and restraining order assistance and a variety of other advocacy services. In addition, CDVA staff also solicit feedback from victims about the police department personnel's responses to the incident, and they use this information to improve training and protocols for law enforcement personnel.

The Bicultural/Bilingual Advocate will work with victims/survivors who live and/or work in the communities of Milton, Randolph and Holbrook, as well as survivors seeking culturally and /or linguistically specific services in some of DOVE's other programs. Working primarily through the Police

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



Departments in Milton, Randolph and Holbrook, the Bicultural/Bilingual Advocate will contact victims following police DV calls, and will provide information, support, risk assessment and safety planning, and advocacy to survivors.

The Bicultural/Bilingual DV Advocate reports to the Civilian DV Advocacy Program Manager (CDVAPM).

This position is supported by and dependent on grant funds

Direct Service Provision

- ◆ Work within the Milton, Randolph, and Holbrook Police Departments, serving as liaison between the police departments and DOVE:
- ◆ Provide follow-up services to victims of domestic violence identified in police reports and through police referrals. This includes calling victims to inform them of their rights and available services and mailing informational correspondence:
- ◆ Provide crisis intervention, emotional support, supportive counseling, advocacy, and assistance to survivors including: conducting 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.);
- ◆ Accompany victims to court, provide information on the court process, and aid victims in obtaining legal assistance;
- ◆ Work collaboratively with victim service providers, child protection services, and other service providers to ensure coordination of services for clients;
- ◆ Interface with DOVE's Community Advocates, Legal Advocacy Program/Staff Attorneys, Shelter-based Advocates, as well as Community Education & Prevention program;
- ◆ Maintain accurate and complete forms and documentation as required. Keep timely notes and records; track services delivered in the EmpowerDB database as appropriate;
- ◆ Attend regular staff and supervision meetings;
- ◆ Periodically provide coverage of the shelter and hotline;
- ◆ Participate in On-Call rotation (~one week every 7-10 weeks).

Additional Responsibilities

- ◆ Participate in community outreach efforts and relationship-building, including Norfolk County High Risk Assessment Team, Quincy District Court Coverage (weekly), and attend community roundtables. Attend other meetings or appointments that will assist in providing quality advocacy services to victims/survivors;
- ◆ Participate regularly and represent DOVE at local, regional, and/or state meetings as requested by CDVAPM, DCS and/or Executive Director;
- ◆ Actively contribute to DV Awareness/Action Month planning and implementation of activities;
- ◆ Complete forms and reports as required by the organization and funders;
- ◆ Participate in representing DOVE and its services to current and prospective donors, elected officials, funders, and other outside constituents;
- ◆ Attend and participate in regular staff meetings;
- ◆ Attend and participate in ongoing professional development meetings and trainings;
- ◆ Attend and work DOVE fundraising events;
- ◆ DOVE has committed 5% (2 hrs/wk) of all staff time to participate in active learning regarding justice and equity issues, including regarding race, gender identity, sexual orientation, ability, etc., to include reading, listening to podcasts, watching webinars, videos, etc. Active discussion with peers is encouraged. For BIPOC and LGBTQ/T staff, time can include commitment to self-

care and resilience-building practices as needed. Active and consistent participation is supported. And:

- ◆ Complete other duties as assigned.

Skills & Qualifications:

- ◆ Bilingual/bicultural (Spanish, Portuguese, Cape Verdean Creole, Haitian Creole, Mandarin) required;
- ◆ Bachelor's degree in social work or related field required plus two years' experience in the human services required; experience in domestic violence work strongly preferred;
- ◆ Knowledge about and experience working with individuals and families impacted by abuse and/or trauma;
- ◆ Demonstrated crisis intervention, problem-solving, and conflict resolution skills;
- ◆ Knowledge of child protection services and the criminal justice system as they relate to victims/survivors of violence and their families;
- ◆ The ability and desire to work with diverse populations including, but not limited to, non-English speaking families, LGBT (Lesbian, Gay, Bisexual and Transgendered) survivors, and individuals with histories of substance abuse and/or mental health challenges;
- ◆ Willingness to learn about and actively use anti-oppression awareness and understanding in daily work;
- ◆ Excellent oral and written communication skills;
- ◆ Ability to work independently and to collaborate effectively, internally and externally;
- ◆ Ability to follow through on obtaining and maintaining required data and documents for record-keeping and reporting, and to meet deadlines; and
- ◆ Ability to be organized and effectively multi-task.

Requirements:

- ◆ Must have valid MA driver's license, reliable transportation, and willingness to travel within DOVE's service area;
- ◆ 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;
- ◆ Experience actively engaging in anti-oppression dialogue and practice is welcome; participation in this ongoing learning and process, as a member of DOVE's staff, is required;
- ◆ Must provide documentation of 35 hours of domestic violence training upon hire, or complete DOVE's 35-hour Domestic Violence training within 1st year of hire;
- ◆ Ability to climb and descend stairs and lift/carry up to 30 pounds;
- ◆ A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

*** DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including QTPOC, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.*

Work Schedule: Full-time (35 hrs/wk), non-exempt position, generally Monday-Friday 9:00am-5:00pm, The incumbent will be required to work at other times according to organizational needs to conduct

groups, provide on-call coverage, and/or attend training/meetings/outreach events/fundraising events; this will include evening and occasional weekend hours.

Compensation & Benefits:

DOVE is committed to working for racial, social, and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices and professional development opportunities.

- ◆ Position will be paid in the range of 50,000-54,000 (expected annual salary/equivalent), depending on skills and experience.
- ◆ Additional compensation (\$2,000 gross annual per 35 hr FTE) is available for proficient language skills preferred in DOVE’s catchment area, including: Spanish, Portuguese, Haitian Creole, or Mandarin,
- ◆ Paid time off: Vacation (3 weeks in Year 1, increases at Year 3), Personal Days (3 days/year), Sick time (12 days/year), and 13 Holidays.
- ◆ Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life).
- ◆ Flexible Spending Account.
- ◆ Opportunity for individual to establish and contribute to retirement account; employer match up to 4%.

Application Instructions:

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

Danielle Mickey, Civilian Domestic Violence Advocacy Program Manager, DOVE Inc.

Danielle.mickey@dovema.org

- ◆ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin the week of 2/19. Interviews will be offered to the most qualified candidates to date. It is DOVE’s hope that the incumbent will begin work by 4/1.
- ◆ 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

January, 2024

