



**COMMUNITY ADVOCATE &
LGBQ/T OUTREACH & RESOURCE SPECIALIST
Bilingual/Bicultural Preferred**

Mission

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 survivors.

Job Purpose

The Community Advocate & LGBQ/T Outreach & Resource Specialist is part of DOVE's team of advocates responsible for the provision of services for individuals seen primarily through DOVE's Community-Based program. The Specialist will work with clients in both individual and group settings, providing crisis intervention, emotional support, advocacy, safety planning, and education on many issues related to domestic and dating violence. The Specialist works in a team with other community-based advocates, attorneys, and interns, as well as shelter staff.

Further, the Specialist will conduct outreach to the LGBQ/T community of the South Shore, utilizing expertise on the specific needs of the queer and trans communities to serve as a liaison and foster partnerships with the community.

While DOVE recognizes the role will likely closely intertwine with the employee's identities, the expectation is not that they will bear responsibility for internal education within the program or organization. Rather, all of DOVE's staff work collaboratively to evaluate, design, and practice services which meet the needs of marginalized survivors, including LGBQ/T survivors.

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



This position reports to the Director of Community Services and will also work closely with members of the Outreach Team. This position is supported by and dependent on grant funds.

Responsibilities include:

Community Advocacy/Direct Service Provision (55-65%)

- ◆ Provide emotional support, supportive counseling, advocacy, and assistance to survivors seen through DOVE's Community-Based Services. Includes conducting danger assessment and safety planning as well as connecting survivors with internal and external services and resources (e.g., legal, housing, benefits, mental health and substance abuse, etc.).
- ◆ Act as Counselor of the Day in rotation with other Advocates and Interns on the Community team.
- ◆ Complete Individual/Family Needs Assessment with each assigned client.
- ◆ Coordinate internal and external service options for clients' families.
- ◆ Work collaboratively with health and social service providers, therapists, child protective services, LGBTQ/T-specific resources and service providers, and others to ensure coordination of services for clients.
- ◆ Design, promote, and co-facilitate support and/or psycho-educational groups as assigned, with targeted outreach to LGBTQ/T survivors.
- ◆ Interface with DOVE's Civilian DV Advocates, Legal Advocacy Program/Staff Attorneys, Shelter-based Advocates, as well as Community Education & Prevention program.
- ◆ Be available for consultation by other team members and intern(s), and/or serve as daily point-of-contact for interns as needed as needed.
- ◆ Periodically provide coverage of the shelter and hotline.
- ◆ This role may include participation in regular on-call rotation for emergency shelter (typically for 1 week every 6-10 weeks).
- ◆ Complete other duties as assigned.

LGBTQ/T Community Outreach and Liaison (30-40%)

- ◆ Initiate contact, maintain, and cultivate relationships with others working with LGBTQ/T communities to promote awareness of DOVE's services, including but not limited to community service providers, Quincy Pride, schools, school GSAs, and local AGLY networks.
- ◆ Contribute to outreach and collaboration events, including representing DOVE at community and health fairs, tabling events, Boston and Quincy Pride, and LGBTQ/T community events and forums.
- ◆ Facilitate and create workshops for community partners to promote awareness of LGBTQ/T partner violence issues, support LGBTQ/T teens in developing healthy relationship skills, and share information about DOVE's services. Help DOVE build stronger connections with LGBTQ/T communities and survivors.
- ◆ Serve as an ambassador for and liaison with DOVE for members of LGBTQ/T communities, particularly on the South Shore, sharing information out, and bringing feedback and information in.
- ◆ Maintain and create content for DOVE's LGBTQ/T Program Instagram that is identity-affirming and survivor-centered.

Additional Responsibilities (10-20%)

- ◆ Attend and participate in regular Team Case Review, weekly Supervision sessions, Shelter On-Call, Outreach Team, and Staff Meetings.
- ◆ Prepare client service documentation and programmatic statistics and reports.
- ◆ Complete forms and reports as required by the organization and funders.
- ◆ Assist Director of Community Services (DCS) with ongoing development/evaluation of program effectiveness.



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- ◆ Participate regularly and represent DOVE at local, regional, and/or state meetings as requested by DCS and/or Executive Director.
- ◆ 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 as needed.
- ◆ Complete other duties as assigned.

Skills & Qualifications:

- ◆ Minimum 2 years' of related human services experience required.
- ◆ Bilingual and/or bicultural (Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, Arabic, Urdu, ASL, or Spanish and English) preferred and prioritized. We also encourage monolingual BIPOC and/or LGBTQ+ candidates to apply.
- ◆ Knowledge and demonstrated ability/experience working with individuals and families impacted by violence, abuse and/or trauma using a trauma-informed, empowerment-based, and survivor-centered approach.
- ◆ Knowledge and demonstrated ability/experience working with people with a range of identities and backgrounds, such as race, ethnicity, ability, gender, sexual identity, religion and lived experiences.
- ◆ Knowledge and demonstrated ability/experience working within and on behalf of LGBTQ/T persons and communities with a particular emphasis on having skills, knowledge, and experience advocating for and working with transgender and nonbinary individuals; experience supporting LGBTQ/T survivors of partner abuse preferred.
- ◆ Knowledge and demonstrated ability/experience working with individuals with histories of substance abuse and/or mental health challenges.
- ◆ Knowledge of child protection services and the criminal legal system as they relate to victims/survivors of violence and their families.
- ◆ Demonstrated crisis intervention, problem-solving, and conflict resolution skills.
- ◆ Be a "people person;" enjoy talking and working with others.
- ◆ Demonstrated experience making and maintaining connections in community and professional settings; some experience in public speaking, networking, designing and conducting presentation and trainings, and group facilitation helpful.
- ◆ Experience in public speaking, networking, designing and conducting presentations and trainings, and group facilitation.
- ◆ Anti-oppression activist experience welcome; demonstrated experience in anti-oppression dialogue and practice is preferred. Participation in this ongoing process of learning anti-oppression principles (including anti-racism) and putting into reflective practice is expected of all staff members.
- ◆ Ability to collaborate effectively, internally and externally.
- ◆ Ability to effectively multi-task.
- ◆ Flexibility and sense of humor.
- ◆ Sound computer skills.
- ◆ Bachelor's degree in Women's/Gender studies, Asian Studies, Africana Studies, Chicana Studies, Social Work, Sociology, Psychology or related field + 2 years' work experience in human services delivery strongly preferred. Equivalent life experience considered.



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Requirements:

- ◆ A commitment to DOVE's mission, organizational values, and practice philosophies: ending all forms of violence, using a trauma-informed and empowerment model, and promoting social justice and social change. A demonstrated commitment to ending oppression, including racism, xenophobia, ableism, homophobia, and transphobia, and understanding of how these forms of oppression intersect with domestic violence.
- ◆ 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 complete DOVE's comprehensive domestic violence training within one (1) year of hire, participating when the training is next offered by DOVE; documentation of similar training at another organization may partially fulfill this requirement.
- ◆ Ability to climb and descend stairs and lift/carry up to 30 pounds.
- ◆ This position is classified as an Essential Employee of DOVE and may be required to travel during State of Emergency declared by the Governor.
- ◆ CORI check upon offer of hire. CORI History will be reviewed and may or 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, non-exempt position, generally Monday - Friday 9:00am-5:00pm. The Specialist will be required to work at other times to conduct groups, provide on-call coverage, and/or attend training/meetings/outreach events/fundraising events; this will include evening and occasional weekend hours.

Hybrid Work Schedule: At present, DOVE Community Advocacy Staff are required to work on site/in office 60% FTE.

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 as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work.

- ◆ Position will be paid \$22.84 - \$25/hr. (\$47,500 - \$52,000 expected annual salary/equivalent), depending on skills and experience.
- ◆ Additional compensation is provided for demonstrated proficient language skills preferred in DOVE's catchment area; \$2,000 gross annual per 40 hr. FTE. These languages include Portuguese, Haitian Creole, Mandarin, Cantonese, Hindi, Vietnamese, Arabic, Urdu, ASL, and/or Spanish.

Benefits: DOVE is committed to working for social and economic justice, working with engaged and dedicated colleagues, and providing and ensuring training and education in best practices as well as professional development opportunities. As an organization we hold openness to innovation, and we seek the opportunity and resources to do meaningful, impactful work. Benefits consistent with personnel policy:

- ❖ 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)
- ❖ Option to utilize Flexible Spending Account and/or Dependency Care Account



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- ❖ Opportunity for individual to establish and contribute to retirement account; employer match up to 4%.

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Application Instructions:

- ◆ *To apply, send Cover Letter specifically for this position and Resume to:*
Kathleen Lydon, LICSW, Director of Community Services, DOVE Inc. applytodove@gmail.com
- ◆ Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin late February. Interviews will be offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work in March/April, 2023.
- ◆ be considered.
- ◆ DOVE will provide 2-3 hours of compensation at mid-point of hiring range (\$23.92/hr) per interview to candidates provided interviews, in order to provide support for prep and interview time, childcare, transportation, etc..
- ◆ DOVE anticipates that the hiring process will consist of two to three interviews with different members of Community Services team and full staff, including Executive Director.

For more information on DOVE, see our website: www.dovema.org

Posted February, 2023

