



Children's Specialist

Children Exposed to Domestic Violence (CEDV) Program

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.

Organization Summary

DOVE (Domestic Violence Ended), Inc. was founded in 1978 and 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, counseling for adults and children, support groups, economic empowerment, legal advocacy, community outreach, and education in area schools. At DOVE, we believe that all people have the right to live free from the fear of abuse. DOVE strives to foster healthier and safer relationships, thereby building communities of belonging. DOVE acknowledges that it is impossible to fulfill its mission without creating an equitable and inclusive environment for staff, stakeholders, and survivors alike.

Position Overview

This position is responsible to: provide trauma-informed and age-appropriate support services, counseling, and advocacy to youth who have experienced domestic violence and their non-offending/survivor parent; provide advocacy and support parent/caregiver on behalf of their youth's education, health, and other needs; and provide leadership within DOVE to team members regarding youth's needs for immediate and long-term stabilization and healing after violence in the home. This position will also work closely with all the direct service staff, including Emergency Shelter, Community Advocacy, Housing and Economic Empowerment Advocacy, Civilian Domestic Violence Advocacy, Legal Services, Community Outreach and Education, and Teen Dating Violence Prevention.

This position is part of the Children Exposed to Domestic Violence Program and is embedded within the larger Community-Based Services Program. The position reports directly to the Manager of Child and Youth Advocacy.

Direct Service Provision

- Maintain a caseload, providing culturally responsive, trauma-informed, and developmentally appropriate counseling, advocacy, and support to youth exposed to domestic violence and their caregivers.
- Conduct comprehensive assessments and develop intervention strategies that address safety, emotional regulation, stabilization, and long-term well-being.
- Collaborate with caregivers, youth, and DOVE staff to identify and implement appropriate service plans and support.
- Design, facilitate, and oversee psychoeducational and support groups for youth and survivor parents across community-based and residential settings.
- Provide consultation, guidance, and subject matter expertise to staff, interns, and community partners on child trauma, domestic violence exposure, and family systems.
- Work collaboratively with internal teams including Emergency Shelter, Community Advocacy, Housing and Economic Empowerment, Civilian Advocacy, Legal Services, and Prevention programs to ensure coordinated, integrated care.
- Build and maintain strong relationships with schools, healthcare providers, therapists, child protection services, and other community partners to support comprehensive service delivery.
- Represent DOVE in community meetings, coalitions, and professional networks to strengthen partnerships and advance systems-level collaboration as assigned by the Manager of Child and Youth Advocacy.
- Develop and deliver training in consultation with the Manager of Child and Youth Advocacy on family violence, child & youth trauma, and trauma-informed care to community providers, early childhood educators, and partner agencies.
- Support program development, implementation, and evaluation, including identifying service gaps and contributing to program improvement efforts as requested by the Manager of Child and Youth Advocacy
- Participate in emergency shelter on-call rotation as needed (approximately one half-week every 7–9 weeks).

Administrative/Additional Responsibilities

- Attend and participate in regularly scheduled individual supervision, staff meetings, team meetings, and ongoing professional development meetings and trainings.
- Keep case notes and records, track services delivered in the EmpowerDB database; submit routine reports for funders in collaboration with the Manger of Child and Youth Advocacy.
- Periodically represent DOVE in meetings or interactions with collaborators, community stakeholders, donors, and/or funders.
- Complete other duties to ensure that DOVE clients/survivors and communities are provided with professional, empathic, safe, and affirming services within the context of DOVE's mission and consistent with legal, organizational, and funder requirements.

Skills & Qualifications

- Clinical degree required: MSW, MHC, or MFT
- LCSW licensure or equivalent preferred or encouraged within 6 months of hire
- Minimum of 2+ years of direct service and/or clinical experience working with youth and families impacted by trauma and domestic violence preferred
- Knowledge of child development, trauma-informed care, and family systems, particularly related to domestic violence and its impact on youth and caregivers
- Strong clinical judgment, including assessment, crisis intervention, problem-solving, and decision-making skills
- Experience working with individuals and families impacted by trauma, including mental health and/or substance use challenges
- Demonstrated commitment to anti-oppression, equity, and culturally responsive practice, with the ability to effectively engage individuals from diverse backgrounds
- Ability to collaborate effectively with internal teams and external partners, including schools, healthcare providers, and social service agencies
- Working knowledge of legal, child protection, healthcare, mental health, and social service systems preferred
- Experience with group facilitation, training, or community engagement preferred
- Strong organizational, time management, and communication skills, with the ability to manage multiple priorities
- Flexibility, adaptability, and a team-oriented approach

Requirements

- Must be committed to DOVE's mission and practice of philosophies, to ending violence and oppression, to using empowerment practice, and to promoting social justice and social change.
- 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.
- Able to climb and descend stairs, bend, and lift items up to 25 pounds preferred.
- This position is classified as an Essential Employee of DOVE and may be required to travel during the State of Emergency declared by the Governor.
- A CORI background check is mandatory. CORI History will be reviewed and may not disqualify candidates.

**** DOVE is willing to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities, Bilingual/Bicultural (Chinese/Mandarin or Cantonese, Vietnamese, Spanish, Haitian Creole, and/or Portuguese;), persons of color, LGBTQ/T-identified persons, and persons with experience working in DOVE's catchment area are strongly encouraged to apply.**

Work Schedule

Full-time, hourly position, 35 hours/week, generally Monday-Friday 7hours/day, including **2-3 weekdays into the evening; flexibility is required.** The incumbent will be required to work at other times/or attend training/meetings; this will periodically include evening and weekend hours.

Compensation & Benefits:

- Position will be paid in the range of \$50,000-\$59,999 (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 in Year 3), Personal Days (5 days/year prorated), Sick time (12 days/year), and 13 Holidays.
- Insurance coverage (70% Health/Dental and PFML, 100% Short-Term Disability and Life).
- Flexible Spending Account, including dependent care account.
- Opportunity to contribute to retirement account; employer match up to 4%.

To apply, send Cover Letter specifically for this position and Resume to Manager of Child and Youth Advocacy at Kiera.Bruce@dovema.org

- Applications will be considered until the position is successfully filled. First round applicant reviews will begin in the 2nd week of June, and interviews offered to the strongest qualified candidates to date. It is DOVE's hope that the incumbent will begin work July 1st.
- Applications or resumes without a cover letter expressing interest in employment at DOVE will not be considered.

DOVE aspires to cultivate the leadership potential of promising candidates. Domestic violence survivors, members of historically oppressed communities including BIPOC, LGBTQIA2S+, candidates with disabilities, and individuals with experience working in DOVE's catchment area are particularly encouraged to apply.

DOVE is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.