Community 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.

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:

The Community Advocate 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 Advocate 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 Advocate works in a team with other community-based advocates, attorneys, and interns, as well as shelter staff. This position reports to the Director of Community Based Services (DCS).

This position is supported by and dependent on grant funds.

Responsibilities:

Direct Service Provision:

- Provide emotional support, supportive counseling, advocacy, and assistance to survivors seen through DOVE's community-based services, including conducting danger assessments and safety planning, as well as connecting survivors with internal and external services (e.g., legal, housing, benefits, mental health and substance abuse, etc.);
- Act as Counselor of the Day in rotation with other Advocates and Interns in Community Office;
- Complete Individual/ Needs Assessment with each assigned client;
- Coordinate internal and external services options for clients' families;
- Work collaboratively with victim service providers, child protection services, and other service providers to ensure coordination of services for clients;
- Provide clients with resource materials and service referrals;
- Design, promote, and co-facilitate psychoeducation and/or support groups regarding such topics as "DV 101," Healthy Relationships, Health Coping Strategies, DV and Substance Abuse Issues, etc.
- Interface with DOVE's Civilian DV Advocates, Legal Advocacy Program/Staff Attorneys, Shelter-based Advocates, as well as Community Education & Prevention programs;
- Be available for consultation by other team members and intern(s), and/or serve as daily point- of contact for interns 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 a half week every 5-8 weeks).

Additional Responsibilities

- Actively contribute to DV Awareness/Action Month planning and implementation of activities;
- Attend and participate in regular Team Case Review, weekly Supervision sessions, Shelter On- Call, and Staff Meetings.
- Attend and participate in ongoing professional development meetings and trainings;
- Attend and work DOVE fundraising events;
- 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.
- Participate regularly and represent DOVE at local, regional, and/or state meetings as requested by DCS and/or Executive Director.
- Complete other duties as assigned.

Skills & Qualifications:

- Bilingual/bicultural (Spanish, Portuguese, Cape Verdean Creole, Haitian Creole, Mandarin) preferred;
- 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;
- 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;
- 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.

Work Schedule: Full-time (35 hrs/wk), exempt position, generally Monday-Friday 9:00am-4:00pm, 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:

- Position will be paid in the range of 52,000-56,000 (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 in Year 3), Personal Days (5 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, including dependent care account.
- Opportunity to contribute to retirement account; employer match up to 4%.

Application Instructions:

To apply, send Cover Letter specifically for this position and Resume to DOVE's Sr. Director of Community-Based Services: kathleen.lydon@dovema.org

Applications will be considered until the position is successfully filled. 1st round applicant reviews are anticipated to begin in December. Interviews will be offered to the most qualified candidates to date. It is DOVE's hope that the incumbent will begin work by Janurary1st.

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.

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