



JOB NOTICE

Date posted: October 5, 2017

Closing Date: October 23, 2017 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume, to Box FT/PT-DVS, HR, Compass Family and Community Services, HR Department 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Sojourner House

Title: Domestic Violence Specialist

Salary \$: Hourly rate \$11.00 per hour.
Midnight shift will include an additional 40 cents per hour shift differential.

Positions: (2) FULL-TIME positions available. Full time includes comprehensive benefit package
(3) PART-TIME positions available. 24-28 hours per week.
Must be able to work varied shifts including weekends and holidays.

General Duties:

- Providing monitoring of residents housed in a shelter for victims of domestic violence.
- Serve and maintain facility during evening, weekend, or overnight shifts.
- Log significant activity occurring during the shift and call professional staff regarding unusual circumstances as instructed.
- Answer telephone, take messages under the direction of the Program Manager.
- Admit persons to the shelter as needed and must be awake at all times during shift.
- Transport residents as needed to scheduled appointments.
- Requires basic knowledge in data entry and utilization of Microsoft office applications.

Qualifications:

Education/Experience: Minimum of high school diploma. College level training in human services field is preferred. One-year experience in social services setting providing residential care.

Miscellaneous Requirements: Criminal background check; pre-employment drug screen; clear driving record; TB Test; CPR/First Aid Training.

Personal: Must be willing to work flexible shifts, if necessary based on the needs of the program.

Physical Requirements: Normal Activity.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED
THROUGH AFFIRMATIVE ACTION
EOE-M/F/H including persons with disabilities and veterans