



# JOB NOTICE

Date posted: July 12, 2018

**APPLICATION PROCEDURES:** Send letters of intent and resume, preferably with completed application, to: HR, Box PT-DVS, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Sojourner House

**Title:** Domestic Violence Specialist  
(all shifts)

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

**Positions:** PART-TIME positions available. 24-28 hours per week.  
Must be able to work varied shifts including afternoons, midnights, 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.

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THROUGH AFFIRMATIVE ACTION

