



JOB NOTICE

Date posted: August 27, 2019

Closing Date: until filled

APPLICATION PROCEDURES: Send letters of intent and resume via Indeed or to HR, Box FTPT-DVS, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Department: Sojourner House

Title: Domestic Violence Specialist

Salary \$: Hourly rate \$11.00 per hour.

Position: Full time and Part-time. Varied shifts

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