



## JOB NOTICE

**Date Posted:** June 26, 2020

**Date closed:** Until filled

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

**Department:** Residential, Sojourner House

**Title:** Part Time Domestic Violence Specialist

**Salary \$:** \$11.00

**Shift:** Various

### **General Duties:**

1. Screens callers who request protective shelter as a result of being abused and threatened with abuse. Will use on-call professional counselor to assist in making admission decisions.
2. Monitors residents' whereabouts during shift. Conducts house meetings with residents to review current issues in the facility. Maintains office, noting needed information in log. Maintains adherence to program rules, using on-call person if problems should arise.
3. Answer telephones providing general information and referrals for callers inquiring about domestic violence problems.
4. Completes client orientation and intake information forms on new admissions during the shift on which the client is admitted. Completes "call sheets" on other calls even if there is no admission.
5. Secures house and office during shift. Responds to residents' needs for equipment use, food, etc. during shift.
6. Attends staff meetings, in service training, and supervisory meetings, when scheduled.

## QUALIFICATIONS FOR JOB:

**Education/Experience:** No requirement preference is two years social service experience or education

**Technology:** Computer skills, EMR experience

**Miscellaneous requirements:** Criminal background check; Pre-employment drug screen; ***If applicable to the position requirements includes:*** Clear driving record; TB test, Mini-Physical and First Aid/CPR. Ability to stay awake during shift; ability to carry normal household items

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

**Interpersonal/Human Relations Skills:** Non-judgmental; good communication and documentation skills.

**Non Exempt:** Eligible for over time.

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