**THE WILLOW DOMESTIC VIOLENCE CENTER**

***“RESTORING THE HEALTH AND SAFETY OF VICTIMS OF FAMILY AND DOMESTIC VIOLENCE”***

**Rural County Specialist (Franklin)**

***POSITION RESPONSIBILITIES***

A Willow Domestic Violence Center position focused on building awareness and community partnerships in Franklin County and providing direct services to survivors of domestic violence and human trafficking. All services will be delivered in a positive cultural environment focused on survivor empowerment, staff collaboration and communication and volunteer retention.

**FLSA CLASSIFICATION: Non-exempt (Hourly, Full-time).**

**Reports to Director of Community Services**

**ESSENTIAL FUNCTIONS:**

**SERVICE DELIVERY**

1. Coordinate and deliver services to program participants; including, but not limited to: peer counseling, safety planning, resource referrals, employment services, advocacy and emergency assistance.
2. Assist survivors in Franklin County at PFA docket and other court proceedings, with filing Protection From Abuse (PFA) Orders or Protection From Stalking, Sexual Assault, Human Trafficking (PFSSAHT) Orders, and assist them in navigating civil and criminal justice systems and legal referrals.
3. Complete and maintain all program-related documentation, files, and logs in compliance with grant requirements (FVPSA and DCF). These will be entered into the agency database within one week.
4. Facilitate office hours at Ottawa University to support participants and promote awareness on campus.
5. Deliver education and awareness services to community partners and potential referrals.

**TEAMWORK & COMMUNICATION**

1. Collaborate with team members to ensure a high-performance program in which staff, communication, teamwork, empowerment, and program integrity are assured.
2. Provide direct and positive communication to fellow staff and community partners to ensure program participant needs are met in a timely manner. Assist with additional direct service at shelter, as needed.
3. In collaboration with the Director of Volunteer Services, recruit and maintain volunteers for the Franklin County Outreach Committee.
4. Lead the Franklin County Outreach Committee with the Director of Volunteer Services and provide leadership for the Franklin County Coordinated Community Response Team (CCR) and Franklin County Domestic Violence Response Team (DVRT).
5. Develop and maintain respectful relationships with community partners, including conducting follow-up communication in a timely manner.
6. Adhere to assigned work schedule and notify supervisor of any flex in schedule or leave time. Notify supervisor immediately of any expected occurrences of overtime.
7. Attend and participate in assigned agency meetings.

**EDUCATION & EMPOWERMENT**

1. Maintain a working knowledge of resources and services in order to assist other staff and volunteers in the referral process.
2. Knowledgeable of DCF policy and procedures as they pertain to TANF.
3. Disseminate crime victims’ rights information to survivors and assist with compensation applications as requested.
4. Assist in creating a positive cultural environment of personal leadership, communication and teamwork within the shelter and other lines of agency business.
5. Deliver services in a culture and environment of survivor and personal empowerment.

**QUALIFICATIONS, SKILLS and ABILITIES:**

• Associate’s degree in Social Services, Health Services, or related field or equivalent experience.

• Minimum one year experience in human services and/or not for profit organization.

• Knowledge of and sensitivity to domestic violence and human trafficking issues and trends preferred.

• Knowledge of service area resources preferred.

• Knowledge of computer programs to include: Word, Excel, and Google Apps.

• Experience maintaining personal/professional boundaries.

• Excellent oral, written, and interpersonal communication skills.

• Strong project management skills, ability to multi-task, and ability to manage competing deadlines.

• Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

• Manage and resolve conflict between stakeholders.

• Manage stress constructively.

• Express commitment to the empowerment of women, men, and children.

• Possess valid Kansas driver’s license; access to reliable means of transportation; proof of current liability insurance.

**PHYSICAL DEMANDS:**

• Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.

• Hear average or normal conversations and receive ordinary information.

• Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.

• Prepare and/or inspect documents and communications on computer or on paper.

• Sitting for extended periods of time.

• Bending, lifting and carrying up to 25 pounds (presentation materials).

• Lifting from floor or from inside car, inside truck, or from trunk.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

To apply, please send a cover letter and resume to Director of Community Services Taylor Jones at tjones@willowdvcenter.org