



## JOB DESCRIPTION

### **Domestic Violence Intervention Project (DVIP) Relief– Franklin County**

Domestic Violence Intervention Project (DVIP) Advocates are members of NELCWIT's counseling and advocacy team and collaborate with staff at the Northwestern District Attorney's Office. DVIP Advocates respond by phone and in person to police departments within Franklin County and the North Quabbin region to assist individuals seeking emergency orders of protection. Relief staff are called in to cover any of the following shifts when available: Mon – Fri overnights from 8pm – 7am plus Saturday and Sunday, 7 am- 8pm and 8pm-7am (two 24-hour shifts). Positions report to the Advocate Coordinator.

#### **DVIP Advocate Duties and Responsibilities:**

1. Carry a DVIP cell phone and respond to calls from participating DVIP police departments (in-person, when requested).
2. Provide crisis support, safety planning, referrals and follow-up assistance for victims/survivors of domestic/sexual violence in accordance with safety procedures outlined in the DVIP Police/Advocate Protocol.
3. Assist victims/survivors in obtaining emergency restraining orders in collaboration with police.
4. Work cooperatively with police in providing assistance to victims/survivors.
5. Provide follow-up with court personnel, NELCWIT staff and police as needed.
6. Communicate in a timely and professional manner with the Northwestern District Attorney's Office project staff and supervisor.
7. Mandatory attendance at quarterly partnership meetings with police and quarterly group supervision meetings. Meetings are held during the day. DVIP advocates must have the ability to take time off from other professional responsibilities to attend mandatory partnership meetings which are held quarterly.
8. Complete an Information Sheet for each call and any other necessary paper work and timely submit to appropriate supervisors.

#### **Rates of pay:**

- Fri overnight (8pm – 7am) and Sat/Sun shifts (8pm – 7am and 7am – 8pm) \$25.29 per shift plus additional hourly rate for active time.
- Mon – Thur overnights (8pm – 7am) \$20.21 per shift plus additional hourly rate for active time.
- *Hourly rate for response phone calls and time spent with survivors in-person: \$15.00 per hour*

**Qualifications:**

1. Comprehensive understanding of survivor trauma and the dynamics of domestic violence and sexual assault, dating violence, and stalking and completion of required 40-55 hour domestic/sexual violence crisis response training. Training time is paid.
2. Associate's degree and/or relevant life and work experience with trauma survivors and crisis intervention required.
3. Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, criminal justice professionals and the community.
4. Commitment to social change through learning about intersectionality of oppression and its impact on survivors of domestic and sexual violence.
5. Willingness to learn about and actively use multicultural awareness and understanding in daily work.
6. Must have reliable transportation, valid driving license and required insurance for work related travel.
7. Must be within approximately 30-40 minute drive to all points in Franklin County and Athol. Must be able to maintain a private confidential setting in home environment during shifts for answering calls and/or DVIP Police request for assistance calls and maintain confidentiality.
8. Must have a working phone, wireless cell coverage and email access.
9. Demonstrated ability to complete paperwork and client service delivery in a timely manner and capacity to learn and use agency client service data entry program.

**How to apply for these positions:**

- Email letter of interest and resume to [jobs@nelcwit.org](mailto:jobs@nelcwit.org)
- Mail to DVIP Relief Hiring Committee, NELCWIT, PO Box 520, Greenfield MA 01302.
- Applications will be accepted until the position is filled.

*AA/EOE/ADA. NELCWIT is an equal opportunity provider and employer People of Color Are Encouraged to Apply.*