Job Posting

Domestic Violence Intervention Program

Position: Shelter Services Coordinator

Job Summary: The employee in this position will work with women and children who are residents of the DVIP shelter program, offering support, advocacy, peer counseling, crisis intervention, community referrals and conflict resolution. This position is a direct services position.

Hours: Various shifts- Day, Evening and Weekend

Salary: Base pay will begin at $30,000

Reports to: Director of Shelter and Youth Services

Certified Domestic Abuse Advocate: Victim Advocate training required after appointment to position

Essential Duties and Responsibilities:

- Provide crisis intervention support, brief solution based support, community referrals, and resources to shelter residents and crisis line clients.
- Demonstrate conflict resolution and problem solving skills to clients and co-workers.
- Document services provided as required.
- Coordinate follow-up services and activities for adult shelter residents, including organizing daily logging information related to client services, maintaining client files and organizing and/or completing client orientations.
- Assist with shelter office maintenance, including making copies of forms, cleaning office, straightening desk area, etc.
- Assist in general upkeep of facility, including building upkeep, building and grounds, security, and distribution of program donations.
- Establish and maintain working relationship with community agencies and systems for effective client advocacy.

Qualifications-Required:

- AA degree or equivalent combination of education and experience (Two years of experience as a family or domestic violence case manager in a major social service program may be substituted for one year of college education) .

Please send letters of interest to elias@dvipiowa.org

Deadline: Posting remains open until filled.
• Understanding of issues of cultural and socioeconomic diversity as applied to domestic violence intervention services.
• Experience in peer advocacy and crisis intervention work.
• A working knowledge of basic office functions, including word processing and email.
• Ability to provide confidential services in smaller, rural communities.
• Be organized and detail-oriented.
• Ability to work in independent and self-directed manner.
• Valid driver’s license and reliable transportation
• Ability to pass an Iowa background, Child Abuse and Sex Offender Registry check.
• Physically able to lift up to 50lbs.

**Qualifications - Desired:**

• Demonstrated knowledge of domestic violence and systems advocacy.
• Candidates with language skills and/or past experience working with survivors of domestic violence are preferred.
• Strong writing and editing skills.
• Public speaking skill and ability to provide training within scope of employment.
• Multilingual.

**Related Duties:**

• On-Call.
• Travel required, with day, weekend, and evenings

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