



JOB DESCRIPTION

Domestic Violence Intervention Project (DVIP) – 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. The position is scheduled for 1 week per month of shift coverage, Mon – Fri overnights from 8pm – 7am plus Saturday and Sunday, 7 am- 8pm and 8pm-7am (two 24-hour shifts). Advocates report to the DVIP Coordinator at the District Attorney's office, with secondary supervision by the NELCWIT Director of Counseling.

DVIP Advocate Duties and Responsibilities:

1. Carry a DVIP cell phone and respond to calls from police departments and/or hospitals with participating DVIP law enforcement (by phone, and in-person when requested).
2. Provide crisis support, safety planning, referrals and follow-up assistance for survivors of domestic/sexual violence in accordance with safety procedures outlined in the DVIP Police/Advocate Protocol.
3. Assist survivors in obtaining emergency restraining orders in collaboration with police.
4. Work cooperatively with police in providing assistance to 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.
8. Complete an Information Sheet for each call and any other necessary paperwork for timely submission to appropriate supervisors.

Rates of pay:

- Friday overnight (8pm – 7am) and Sat/Sun shifts (8pm – 7am and 7am – 8pm): \$25.29 per shift **plus** hourly rate for active time. Some Monday holidays require 24-hour shifts, paid at weekend rate.
- Monday – Thursday overnights (8pm – 7am): \$20.21 per shift **plus** hourly rate for active time.
- Hourly rate for response phone calls and time spent with survivors in-person: \$15/hour

Qualifications:

- Comprehensive understanding of survivor trauma and the dynamics of domestic violence and sexual assault, dating violence, and stalking. Ability to complete required 40-55 hour domestic/sexual violence crisis response training (training time is paid).
- Associate's degree and/or relevant life and work experience with trauma survivors and crisis intervention required.
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, criminal justice professionals, and the community.
- Commitment to social change through a lens of the intersectionality of oppression and its impacts on survivors of domestic and sexual violence.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.
- Must have reliable transportation, valid driver's license, and vehicle insurance for work-related travel.
- Must be within approximately 30-40 minute drive to all points in Franklin County and Athol at all times, for in-person response to calls. Must be able to access a private and confidential setting in home environment during shifts for answering hotline and/or police calls for assistance, and maintain confidentiality.
- Must have a working phone, consistent cell network coverage, and regular email access.
- 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.

NELCWIT accepts applications by email (preferred) or mail. Please send a cover letter and resumé that outline your qualifications to:

Email: jobs@nelcwit.org [*Please write the position title in the subject line*]

--OR--

NELCWIT

Attn: DVIP Hiring Committee
PO Box 520
Greenfield, MA 01302

NELCWIT is an equal opportunity provider and employer. People of diverse backgrounds are encouraged to apply. AA/EOE/ADA.