

DSHS Support Specialist

Reports To: Support Program Manager

Salary: This is a 34-hour/week position that pays \$19.61-\$21.88 hourly to start, based on experience.

Benefits: Employee medical benefits, retirement, employee assistance program, paid sick leave, paid vacation and 14 paid holidays.

DVSAS is committed to respecting and reflecting diversity.

Survivors are encouraged to apply.

DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Position Summary

The DSHS Support Specialist provides advocacy to survivors of domestic violence who are receiving Temporary Assistance for Needy Families (TANF) through the DSHS WorkFirst program. They support clients using advocacy to increase safety and pursue their personal goals, including fulfilling the requirements of the WorkFirst program. This position functions as part of the DVSAS service delivery team, serving clients at the local DSHS office (CSO).

Responsibilities

The duties of this position include and are not limited to the following:

Client Services

- Provide domestic violence advocacy services to DSHS WorkFirst clients, assisting them to develop safety plans to help stabilize the household and reduce the risk of harm.
- Complete Family Violence Service Plans, assessing how a client's experience with domestic violence may impact their ability to participate in WorkFirst

Employment Opportunity

activities, and determining activities that may help overcome any barriers to participation.

- Provide clients with information about community resources, and ensure that all program staff, interns, and volunteers are kept current on DSHS resources.
- Provide after-hour helpline coverage with other program staff on a rotation.
- Facilitate New Beginnings Support Group at DSHS.

Community Relationships

- Provide consultation to CSO staff to help them increase their awareness and skills related to supporting survivors of domestic violence.
- Assist CSO staff in screening potential WorkFirst participants for domestic violence concerns.
- Assist CSO staff working with survivors of domestic violence to establish Good Cause for child support enforcement.
- Maintain and foster relationships with community partners and participate in relevant meetings.
- Attend CSO staff meetings and DVSAS staff meetings to give and receive support to/from both systems.

Administration

- Oversee and maintain systems to ensure that all necessary program data is captured and reported appropriately to facilitate client service coordination, program reporting, and planning.
- Ensure full programmatic compliance with agency policies, funding source and contract requirements, and state, federal, and local laws.
- Maintain accurate and up-to-date record-keeping for all services.

Qualifications & Requirements

- Relevant experience (at least two years preferred), or bachelor's degree in human services or equivalent.
- Two years of experience providing services for survivors of domestic violence and sexual assault.

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- Completion upon hire of the DVSAS Advocacy Counselor Training or equivalent and a strong desire to work with survivors – survivors are encouraged to apply.
- Exceptional organizational and communication skills.
- Experience and knowledge of relevant community resources.
- Access to reliable transportation, a current driver's license, and vehicle insurance.
- Ability to establish priorities and work independently.
- Ability to establish and maintain effective working relations with staff and community partners.
- Commitment to respecting individual differences and serving diverse populations.
- Positive, problem-solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic/sexual violence.
- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.

How to Apply

Submit a cover letter, resume, and application (found at <https://www.dvsas.org/get-involved/employment-opportunities/>) to employment@dvsas.org

Work Environment: Community service agency environment. Ability to work in moderate and loud noise environments including, but not limited to: paging, telephones, human voices, music, and machinery.

Important Disclaimer: Employees are expected to act in the best interest of DVSAS and the clients we serve, even if doing so requires actions or responsibilities not listed in the above job description. The above statements are intended to describe the general nature and level of work being performed by those assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned which are not considered essential and may not be listed here.