



Domestic and Sexual Violence Services

JOB DESCRIPTION

Title:	Transitional Services Advocate
Hours:	Employee can choose Part or Full time when hired, 0.75FTE or 1.0FTE, Exempt, average 30 or 40 hours per week
Supervisor:	Direct Services Manager
FT Salary Range:	\$41,600 - \$47,840 (DSVS is a pay transparent organization)
Benefits:	Health Insurance, Paid Time Off, Paid Parental Leave, IRA Contributions + more

At DSVS, our mission is to empower those impacted by violence and foster healthy relationships. We strive for the day when violence is no longer part of our lives. As the **Transitional Services Advocate**, you will play an important role in our ability to provide needed services and maintain excellent relationships in our community. The Transitional Services Advocate is responsible for administering the DSVS Transitional Services Program. The Transitional Services Advocate works with clients of the program to establish goals, gain resources, develop skills, and evaluate progress. All staff are trained in advocacy skills and provide advocacy support as a part of their position at DSVS.

Duties:

- Provide transitional housing and support services for clients
- Maintain intake records and client files
- Enter client data into Osnium Database
- Serve as Helpline back-up
- Develop agreements with property owners or managers to lease housing at fair market value; assist participants in meeting other needs that come up with their relocation; settle participants into transitional housing
- Conduct regularly scheduled visits to support and assist families in implementing their goals and strategies to become self-sufficient and economically independent
- Work with criminal justice partners and systems-based advocates to provide comprehensive, high-quality services
- Coordinate advocacy and client services with Direct Services & Volunteer Manager
- Act as primary back-up for the Direct Services & Volunteer Manager to address client overflow
- Participate in periodic and ongoing program evaluation to assure quality of services delivered
- Participate in staff and direct service team meetings
- Write reports as required
- Attend DSVS events and be a visible representative in our community

- Other duties as assigned. Should such duties become part of the regular job routine, this job description will be reviewed and revised.

Required Qualifications:

- Ability to understand and maintain strict adherence to confidentiality and safety procedures
- Understanding of and commitment to the DSVS mission and vision
- Treat all people with dignity and a respectful attitude
- Willingness to learn about DSVS core values and commit to applying them in daily work and relationships (Collaboration, Safety, Equality, Empowerment, Integrity, Connection, & Hope)
- Basic Computer literacy (Microsoft Office Suite, Google Drive, Email communication, databases)
- Excellent written and oral communication skills
- Submit to and pass a criminal records background check (required annually)
- Previous experience working with survivors or providing social services in underserved communities
- Ability to work cooperatively and effectively with other community-based services and system professionals to help program participants reach their goals

Preferred Qualifications:

- Graduate of an accredited college or university with a Bachelor's degree in Human Services, Psychology, Sociology, Social Work, Women's Studies, or other related field preferred
- 2 years of experience working with survivors of domestic, sexual and teen dating violence
- Knowledge of the social, legal, health and psychological dynamics of interpersonal violence
- Experience delivering services to varied ethnic, racial, socioeconomic & religious individuals or groups
- Ability to work independently as well as participate in collaborative decision-making
- Strong organizational skills, detail-oriented
- Demonstrate a willingness to improve professional skills through training
- Ability to set goals and complete projects in a timely manner

Special Consideration Regarding Housing: The housing crisis has affected our service area, as in many other areas of the country. If selected, we want to be certain you will have stable housing in our region. Please provide a brief explanation of your housing situation in your cover letter.

To Apply: Please send your resume, cover letter, and contact information for three professional references to Amanda LaPlante, Finance and HR Director, at alaplante@dsvsmontana.org. Applications will be accepted until 5:00pm MST April 4th, 2023.