



## ODVN Financial Freedom Corps Position Description Ohio Domestic Violence Network Empowerment Specialist-Relocation

**General Statement of Duties:** In support of the mission of The Ohio Domestic Violence Network, the ODVN Empowerment Specialist will work with ODVN staff to develop activities and materials for the program sites to use in their housing/financial/youth empowerment work. At ODVN, the member will primarily be responsible for aiding the Relocation & Safety Assistance Coordinator in providing housing assistance for survivors of domestic violence.

**Service Location:** Ohio Domestic Violence Network

**Direct Supervisor:** Cassie Baker

**Service Dates:** November 2020 – September 2021

**Service Position Type/ Required Minimum Service Hours:** FT, 40 hr/wk (1700 hrs total)

**General Service Schedule:** Recommended schedule: M-F 9am-5pm

### **Duties Include:**

- Housing Supportive Services potential duties:
  - Work with Relocation & Safety Assistance Coordinator to process relocation assistance applications, communicate approvals to program staff, request additional information needed for the application, address inquiries from program staff or survivors via email and telephone.
  - ⊖ Provide connections & referrals between survivors and program staff with the REACH Rapid Re-Housing program for Balance of State counties
  - ⊖ Create materials to educate potential landlords about domestic violence and the barriers it creates for survivors in the area of housing.
  - Assist with ODVN's Fresh Start Housing program by working with program staff to refer to applicable housing programs available across the state
  - Create master list of private and public landlords (that have positive track record of helping DV survivors) so that it can be shared with member programs
  - Build housing resource sheets for survivors that can be disseminated to local agencies to build awareness
  
- Assist ODVN in gathering data to accurately address community needs and program effectiveness to strengthen prevention efforts.

- Ensure accurate data entry and evaluation of any surveys conducted. Surveys may be conducted to determine satisfaction with services received, or to understand knowledge of housing resources/assistance.
- Share survey results with program staff and partners (as applicable).
- Engage in program site supervision weekly with Site Supervisor.
- Comply with all AmeriCorps program guidelines by maintaining service hours, training hours, and service projects as outlined in the AmeriCorps Service Agreement.
- Interact in a positive, professional and cooperative manner with survivors, DV program & ODVN staff; refer appropriate questions or concerns to AmeriCorps Program Coordinator.
- Attend all required training courses and staff meetings and participate in AmeriCorps service projects.
- Understand and promote the Mission and Vision of The Ohio Domestic Violence Network that values diversity and celebrates the positive aspects of a multicultural society.

**Minimum Qualifications:**

- High School Diploma or equivalent
- At least 18 years of age
- Ability to pass criminal background check and possibly additional checks, based on program site
- Working knowledge of Microsoft office software and data entry programs
- Positive and professional written and oral communication skills
- Vested interest in social service & serving community
- Comfortable speaking in front of a group

**Preferred Qualifications:**

- Bachelor's degree in social work, sociology, or related field
- Experience working with marginalized populations, including but not limited to folks who are: low income, experiencing homelessness, survivors of domestic violence, programs that work with POC or individuals living with disabilities.
- Highly organized and detail oriented
- Experience with public speaking or speaking to groups
- Experience teaching others
- Experience conducting surveys and collecting data
- Fluency in languages in addition to English, such as Spanish or ASL, is helpful but not required.

**Member/Program Benefits**

- Living Allowance up to \$14,279 a year (for FT member- \$595 biweekly taxable income)
- Housing Allowance of \$200.00 per month
- Education Award up to \$6,195 (for FT member)
- Training on Domestic Violence Advocacy Fundamentals, additional trainings and CEU's available throughout year

- Mileage reimbursement
- Access to member health care (full-time only)
- Access to childcare subsidy (full-time only)
- Begin journey to becoming a registered advocate- all members will have free access to ODVN's Domestic Violence Advocacy Fundamentals course, which checks most of the boxes for Ohio's Registered Advocate certification.
  - \*\*please note that AmeriCorps members are **prohibited** from engaging in political advocacy & lobbying. Registered Advocate is a certified position in Ohio which involves case management and the support of clients in their short-term goals.
    - Visit [this link](#) to learn more about becoming an RA with OAN (Ohio Advocate Network).
- Get valuable entry level experience in the domestic violence field
- Serve the community and build capacity at your program site to serve others in the future
- Increase positive outcomes for survivors and their families.

### **Application Process:**

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

**To apply:** Please submit a resume with a cover letter or equivalent, to Cassie Baker at [cassieb@odvn.org](mailto:cassieb@odvn.org). Please do not submit anything by mail. No telephone inquiries please.

**The review of applications and scheduling of initial interviews of first round candidates will begin immediately,** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

*ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:*

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*