

TITLE: DV/DCS Liaison - Direct Services
38k annually

RESPONSIBLE TO: Coordinator Domestic Violence Services

JOB DESCRIPTION: The DV/DCS Liaison is responsible for developing trauma sensitive intervention plans for children affected by abuse and adult victims of domestic violence. This includes immediate and long-range concrete needs in order to facilitate stability and permanency for clients in a safe environment. The position will be co-located at the shelter and at the assigned DCS office.

MAJOR RESPONSIBILITIES:

- The **Domestic Violence Liaison (DVL)** works with domestic violence victims at both The Domestic Violence Shelter and the State of Tennessee Department of Children Services.
- The DVL screens victims of domestic violence during the DCS ((application process) to ensure that they can receive services at DCS safely.
- Helps DV/DCS victims with safety planning, and links victims to other services including safe housing and legal assistance.
- Will complete DV/DCS new client YWCA agency intakes.
- Provide screening of DV/DCS clients applying for DHS benefits.
- Maintain and record client records, service information, and other data
- Host empowerment meetings with DV/DCS clients located in the shelter.
- Maintains collaborative contacts with other agencies for referrals from crisis hotline to other appropriate agencies and for referral of shelter clients to other appropriate services.
- Participate in community meetings and trainings with DCS, DV shelter, Law Enforcement, and other pertinent partners to improve outcomes for families.
- Meet DV/DCS clients where they are using trauma informed care.

- Assist DV/DCS clients in their housing search and help them to drive their dreams and goals.
- DV/DCS Liaison will facilitate onsite shelter DV/DCS clients' request for personal items to be used a while at the shelter as they go for court appearances and job interviews or as they leave for a new apartment or home

OTHER RESPONSIBILITIES:

- Documents interactions with DV/DCS residents on site and at DCS offices and prepare for biweekly reporting.
- Compile's information and data to ensure proper reporting
- Supports the mission of the DV Shelter and the mission of the YWCA Greater Memphis.
- Supports the mission and vision DCS
- Performs other related DV/DCS duties as deemed necessary or as delegated by the Shelter Coordinator

EDUCATION AND EXPERIENCE:

- Bachelor's degree in social work, counseling, psychology or other related fields with one (1) year of case management experience or five (5) years of experience working in the domestic violence field.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Knowledge of domestic violence and needs of victims of domestic violence
- Knowledge of working with children including those who are victims of domestic violence
- Knowledge of community agencies and resources
- Strong listening and reflective response skills, oral and written communication skills, case management skills, and computer or word processing skills
- Must have a valid driver's license
- Excellent communication skills

modom@memphisywca.org

YWCA Greater Memphis

Attn: Marquiepta Odom

Executive Director

766 South Highland Street

Memphis, TN 38111

Closing date is Wednesday, September 24, 2022

No phone calls please.