



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

Hotline: 815-756-5228 • Text Line: 815-393-1995 • Administration: 815-756-7930 • www.safepassagedv.org

FAMILY SPECIALIST

Safe Passage is hiring for a full time Family Specialist. This position requires a bachelor's degree in human services field or equivalent experience. The ideal candidate will have an understanding of domestic violence, sexual assault and victim-centered services. The ideal candidate will also have organizational abilities, good listening skills, and the ability to multi-task. Must be available to work evenings and some weekends. Bi-lingual experience is a plus.

Position Purpose:

The Family Specialist will assist with providing parenting education, help families adjust to residential living, promote their physical and emotional wellness by developing and providing age appropriate, structured activities for children and their parents.

This position will spend 20 hours a week in the shelter working with clients individually and as a family unit.

Example of Main Responsibilities:

1. Provide parenting support and coaching to voluntary and DCFS mandated clients.
2. Provide education to parents on domestic violence and the effects on children and the family unit.
3. Develop innovative and developmentally appropriate programming for families.
4. Provide crisis intervention, as needed.
5. Plan and deliver daily age appropriate activities for children and families.
6. Provide some transportation for clients when necessary and useful for client goal attainment.
7. Provide advocacy to child clients.
8. Work with children's counselors to plan and co-facilitate children and youth support groups.
9. Help families integrate new skills into their daily lives through regular family, group, and individual contacts and interactions.

10. Publicize and promote activities within shelter, transitional housing, walk-in.
11. Participate in case consultations regarding clients.
12. Participate in on-call by responding to domestic violence and sexual assault medical calls at hospitals and local police departments.
13. Provide advocacy for clients with other agencies in the community (e.g., DCFS, schools, local mental health centers, etc.)
14. Provide community referrals when necessary.
15. Participate, prepare and plan activities for domestic violence awareness month (DVAM), including the vigil.
16. Obtain and keep CDVP certification up to date.
17. Complete and maintain all necessary client documentation accurately, on time, and in accordance to funder's requirements in a professional manner.

Safe Passage offers a generous benefits package including:

- Medical, dental, and vision insurance (minimal cost to employees)
- Short and Long Term Disability
- Life Insurance
- 403B
- Generous PTO package

E-mail cover letter and resume to bversluys@safepassagedv.org.