

JOB DESCRIPTION

JOB TITLE: Domestic Violence Liaison to DCP&P/Regional

JOB CODE: 030

DEPARTMENT: Providence House Domestic Violence Services

GRADE: 10

EXEMPT: Yes No

REPORTS TO: Domestic Violence Liaison Supervisor

JOB SUMMARY: Increase safety, stability, well-being and improve outcomes for children and their non-offending parents in domestic violence situations in partnership with the Department of Children and Families, NJ Coalition to End Domestic Violence, and the Department of Child Protection and Permanency.

ESSENTIAL FUNCTIONS:

- Partner with DCP&P caseworkers on site and on home visits, when appropriate
- Assist with domestic violence assessments, DCP&P child safety protection plans and case plans
- Assist with domestic violence safety planning for the non-offending parent and child(ren) and provide direct advocacy, community networking, and referral information
- Help identify and address gaps and barriers that non-offending parents face in obtaining needed support and safety for their children and themselves
- Through case consultation and staff presentations, educate and mentor DCP&P local office staff in their efforts to identify individual needs and offer appropriate interventions to address those needs
- Model best practices in working with families in domestic violence situations
- Model collaboration and cross systems advocacy to strengthen community partnerships and enable a coordinated community teamed response when domestic violence and child abuse co-occur
- Help facilitate family team meetings that follow best practice guidelines and safeguards when domestic violence is present
- Split work week to cover DCP&P offices in Ocean and Burlington Counties

OTHER DUTIES: as assigned

MINIMUM QUALIFICATIONS: Bachelors of Arts Degree and five (5) years of experience in domestic violence services or Master's Degree and three (3) years of experience in domestic violence services required. Must meet all the DCF requirements for DVL trainings outlined in the Annex A, provided they are available. Domestic Violence Specialist Certification or relevant experience may be substituted for the required degree.

LICENSES/CERTIFICATIONS NEEDED: Valid driver's license required.

MANDATED PROGRAM REQUIREMENTS: Providence House is a 24-hour residential program, as such requires staffing at all times. When accepting a position with this agency it is important to know that the regular shift at the time of hiring is subject to change during the course of your employment, and

that at times of staff emergencies or special events you may be required to fill shifts other than (instead of) your regular shift. This may include holidays.

DISCLAIMER CLAUSE: The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

CHECKLIST OF GENERAL PHYSICAL REQUIREMENTS, PHYSICAL ACTIVITIES, WORKING CONDITIONS AND VISUAL ACUITY

1. GENERAL PHYSICAL REQUIREMENTS: Please check the ONE description of general physical requirements that best describes the work requirements of the position.

- Sedentary work: Exerting up to 10 lbs of force occasionally. Sedentary work involves sitting most of the time.
- Light work: Exerting up to 20 lbs of force occasionally.
- Medium work: Exerting up to 50 lbs of force occasionally.
- Heavy work: Exerting up to 100 lbs of force occasionally.
- Very heavy work: Exerting in excess of 100 lbs of force occasionally.

Please complete the following sections by putting X's in the appropriate boxes.						
In a <u> 7 </u> hour work day, this job requires: R = Rarely (less than 0.625% of time)						
O = Occasionally (0.625% - 30% of time)						
F = Frequently (31% - 68% of time)						
C = Continually (69% - 100% of time)						
1. Physical Activities	R	O	F	C	NA	Comments
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping/kneeling/crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fingering/grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Repetitive motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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2. Working Conditions	R	O	F	C	NA	Comments
Inside environmental conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside environmental conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subject to hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exposed to infectious diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Visual Acuity	R	O	F	C	NA	Comments
Near acuity – clarity of vision at 20 inches or less. Special and minute accuracy is demanded	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Far acuity – clarity of vision at 20 ft. or more. Visual efficiency is required in day and night/dark conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Depth perception – three dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Color vision – ability to identify and distinguish colors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Field of vision – observing an area that can be seen up/down or right/left while eyes are fixed on a given point	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I have read and understand the job description and physical activity information. I agree that I can perform this job either with or without reasonable accommodations, and accommodations will be negotiated post job offer.

Employee Signature

Supervisor Signature

Print Employee Name

Print Supervisor Name

Date

Date

