



POSITION ANNOUNCEMENT

DVIP Program Assistant – Part Time

July 28, 2020

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking DVIP Program Assistant/Case Manager to provide administrative support to the DVIP program and the DVIP Coordinator to ensure that the program exceeds goals and maintains compliance. **This is a part-time, 25 hour per week position.**

Responsibilities:

1. Respond to DVIP related phone calls and email.
2. Schedule client intakes and group services; perform client intakes and provide group facilitation if needed
3. Create client files and enter information into client tracking system
4. Provide information to victims regarding offender's entry, compliance and/or exit from the program.
5. Provide victim referrals as needed or requested for advocacy services such as supportive counseling follow up, court accompaniment or obtaining a domestic violence protection order.
6. Provide solution-focused case management to clients at specific times during the program.
7. Document services by assisting in the completion of monthly and quarterly reports and completing other documentation as required by Agency, accreditation and ethical standards.
8. Communicate with probation officers, District Attorneys, and other community agencies as needed regarding compliance with DVIP
9. Assist DVIP Coordinator as required
10. Maintains harmonious working environment by participation in team and staff meetings, consulting with staff regarding topic areas, respecting cultural and lifestyle differences and by providing support and encouragement to other staff members.
11. Assists agency in overall service delivery by performing other administrative duties as delegated or required.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members.
6. Ability to sit, stand, walk, climb stairs, lift light objects as needed, move about the office or otherwise perform the physical tasks required to perform the duties listed above.
7. Exceptional organizational and communication skills required.

8. Minimum of 2 years administrative experience required. Bachelor's degree in human services, criminal justice, social work or related field preferred.

Send resume and letter to:
Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER