



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 and developing additional resources for the Relocation program.

Service Location: Ohio Domestic Violence Network

Direct Supervisor: Cassie Baker

Service Dates: October 12, 2021- September 30, 2022

Service Position Type/ Required Minimum Service Hours: HT, 20 hr/wk (900 hours total)

General Service Schedule: Recommended schedule: M-F 10 am – 2 pm

Duties Include:

- Work with Relocation & Safety Assistance Coordinator to:
 1. process relocation assistance applications,
 2. communicate approvals to program staff,
 3. request additional information needed for the application,
 4. address inquiries from program staff or survivors via email and telephone.
- ⊖ Provide connections & referrals between survivors and program staff with the ODVN Fresh Start 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.

- 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
- 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 regularly 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.
- ***Other tasks and projects may be assigned which are not listed here. Any new activities will focus on 1 of the 3 program areas: housing assistance, financial empowerment or youth empowerment.***

Minimum Qualifications:

- 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:

- 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 \$8,471 a year (for HT member- \$282 biweekly taxable income)
 - Education Award up to \$3,172.50 (for HT member)
 - Training on Domestic Violence Advocacy Fundamentals, additional trainings and CEU's available throughout year
 - 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.
 - Interested in cultivating a long-lasting career in the domestic violence service field? Members will also receive guidance and one-on-one support on how to pursue becoming a Registered Advocate in the State of Ohio once their service has ended.
 - All members will have free access to ODVN's Domestic Violence Advocacy Fundamentals course.
- **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).

I have received a copy of this position description and I understand the expectations of this position.

Member Name (Print) Member Signature Date

AmeriCorps Staff (Print) AmeriCorps Staff Signature Date