



WOMEN IN DISTRESS
OF BROWARD COUNTY, INC.

JIM & JAN MORAN FAMILY CENTER

Job Title: Direct Service Volunteer
Days/Hours: Minimum commitment of 3 hours/week. Days/times negotiable
Workplace Location(s): Jim and Jan Moran Family Center in Deerfield Beach, FL
Date available: March 1, 2020

This opportunity is a chance to directly support victims and the community that are affected by domestic violence and in this position there are many opportunities to receive excellent practical experience in direct service, including the agency's respite care services and economic empowerment program. All services are provided in a manner that seeks to ensure the safety of the domestic violence survivor and all vulnerable family members.

Qualifications:

- Computer Literate (Microsoft Office, data entry etc.)
- Previous crisis intervention or similar experience preferred
- Empathetic, reliable, and flexible

Brief Job Description:

- Understanding and knowledge of domestic violence.
- Provide empowerment based services
- Clerical duties as needed.
- Performs other duties as needed.

Opportunities available in:

- **Respite**
 - Assist staff in monitoring children in respite and providing fun and enriching opportunities
 - Availability: Tuesdays, Wednesdays, or Thursdays, 6p-8p (*Wednesdays are often especially busy)
 - Staff contacts: Children's Enrichment Aides
- **InVEST program**
 - Assist InVEST advocate with reading police reports
 - Availability: Thursdays, 10a-1p
 - Staff contact: InVEST Advocate
- **File Quality Assurance Reviews**
 - Assist outreach staff in maintaining Osniium and paper participant files
 - Availability: Fridays, 10a-1p
 - Staff contact: Administration Support Clerks
- **Economic Empowerment & Enrichment Program**
 - *Bilingual Spanish speaker needed to translate during groups!
 - Assist with set-up/take-down of groups and special events
 - Assist advocate during regular weekly groups
 - Availability: TBD
 - Staff contact: Economic Empowerment Advocate
- **Children's Therapy Groups**
 - Assist advocates in setting up for children's therapy groups

- Assist staff in managing children during group sessions
- Availability:
 - Mondays, Tuesdays, Wednesdays, or Thursdays, 7p-8p
- Staff contact:
 - Monday “Kid at Art” group – Child & Family Therapist (JDP)
 - Tuesday “P.L.A.Y.” group – Child & Family Therapist (KD)
 - Tuesday “#RealLoveNoViolence” group – Family Advocate (CP)
 - Wednesday “Namaste For Kids” group – Child & Family Therapist (JDP)
 - Thursday, “Mommy & Me Yoga” group – Child & Family Therapist (SL)

Skills required

- Be an active listener
- Written and verbal communication skills
- Willingness and ability to work well with others
- Ability to convey sensitivity and compassion
- Ability to interact in a professional manner with co-workers, participants, and callers
- Ability to recognize, display sensitivity, and respond appropriately to cultural differences in the service population
- Ability to establish and maintain relationships with community members and persons served
- A commitment to empowering others to solve their own problems.
- Willingness to work with children

Requirements:

- Submit a volunteer application and 3 references
- Complete a level-II background check and local BSO background check
- Attend Orientation
- Complete Core Competency certification training and pass with a score of 75% or higher
- Complete all required trainings during onboarding and each fiscal year

To Apply: Send completed volunteer application and 3 references to volunteerdept@womenindistress.org.

Non-Discrimination Policy: Women In Distress does not discriminate by reason of race, sex, color, age, national origin, religion, mental or physical ability, sexual orientation, gender identity, veteran or military reserve status, immigration status, or language spoken. All room assignments, activities, programs, etc. are provided in a non-discriminatory manner. Applicants with disabilities who may need accommodations are encouraged to contact Diane Smith, HR Manager at 954-760-9800 Ext. 1034 days prior to scheduled interview, so that reasonable accommodations may be coordinated.

Volunteer Signature

Date

WID Staff Signature

Date