



JOB DESCRIPTION

PFA Safety and Information Specialist

(40 Hours)

GENERAL SUMMARY:

WC&S is a comprehensive domestic violence program serving over 7,500 adult and child survivors of domestic violence annually & facilitating intervention groups to over 300 men who batter. All staff learn about and support the organization's mission, guiding principles, and values, as well as the tenets of Women's Center Business System (WCBS), and are sensitive to cultural and workplace harmony and infusing principles of Sanctuary (a model for providing trauma-informed care) into their daily interactions with clients and co-workers.

SUMMARY:

Assists domestic violence victims filing for PFA relief at Family Court with referrals for legal representation, referrals for other helpful resources, assessment of danger level, and with navigating the PFA court process.

REPORTS TO: Legal Advocacy Manager

VOCA-RELATED RESPONSIBILITIES (100% effort):

- Assists domestic violence victims filing for PFA relief at Family Court with referrals for legal representation, referrals for other helpful resources, assessment of danger level, and with navigating the PFA court process.
- Provides trauma-informed services for domestic violence victims.
- Documents and enters accurate client information, training, and systems advocacy and submits data in a timely manner.
- Works collaboratively with the courts, police, prosecutors, and others in the justice system to improve the response to DV victims.
- Prepares trainings and generates reports on services provided.
- Assists domestic violence victims filing for PFA relief at Family Court with danger assessment in order to improve victim safety.
- Meets regularly with the Legal Advocacy Manager, Legal Director, and the Chief Legal Officer to review, receive, and prioritize tasks and discuss issues/problems related to domestic violence victims and PFA relief.
- Assures that JARS is utilized in case management and department activities.
- Attends the 50 hour WC&S domestic violence orientation training and the PCCD orientation training (foundational academy) within 6 months of employment.
- Completes continuing education annually as required by PCADV and PCCD and WC&S.
- Performs other VOCA duties as assigned by supervisor.

QUALIFICATIONS:

- Bachelor's degree in social sciences preferred
- Ability to work with and coordinate with different systems, including the Court, NLSA and other Legal Resources, DV programs, prosecutors, police, and social service agencies
- Sensitive to domestic violence and cultural diversity issues
- Effective oral and written communication skills
- Effective conflict resolution and de-escalation skills
- Ability to work independently, as a team member, and with the public.
- Working knowledge of Microsoft Office Outlook, Windows, Word and Excel
- Act 33/34 and FBI Clearances

Salary Grade: Low- to mid-\$30,000s annually (plus excellent benefits)

Non-Exempt Status

Nothing in this job description restricts management's right to assign or reassign VOCA duties and responsibilities to this job at any time.

Women's Center & Shelter is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic.

Applicants must send a cover letter and resume to careers@wcspittsburgh.org by July 22, 2019.