TITLE: DV/DCS Liaison - Direct Services
38k annually

RESPONSIBLE TO: Coordinator Domestic Violence Services

JOB DESCRIPTION: The DV/DCS Liaison is responsible for developing trauma sensitive intervention plans for children affected by abuse and adult victims of domestic violence. This includes immediate and long-range concrete needs in order to facilitate stability and permanency for clients in a safe environment. The position will be co-located at the shelter and at the assigned DCS office.

MAJOR RESPONSIBILITIES:

- The Domestic Violence Liaison (DVL) works with domestic violence victims at both The Domestic Violence Shelter and the State of Tennessee Department of Children Services.

- The DVL screens victims of domestic violence during the DCS (application process) to ensure that they can receive services at DCS safely.

- Helps DV/DCS victims with safety planning, and links victims to other services including safe housing and legal assistance.

- Will complete DV/DCS new client YWCA agency intakes.

- Provide screening of DV/DCS clients applying for DHS benefits.

- Maintain and record client records, service information, and other data

- Host empowerment meetings with DV/DCS clients located in the shelter.

- Maintains collaborative contacts with other agencies for referrals from crisis hotline to other appropriate agencies and for referral of shelter clients to other appropriate services.

- Participate in community meetings and trainings with DCS, DV shelter, Law Enforcement, and other pertinent partners to improve outcomes for families.

- Meet DV/DCS clients where they are using trauma informed care.
- Assist DV/DCS clients in their housing search and help them to drive their dreams and goals.

- DV/DCS Liaison will facilitate onsite shelter DV/DCS clients’ request for personal items to be used a while at the shelter as they go for court appearances and job interviews or as they leave for a new apartment or home.

**OTHER RESPONSIBILITIES:**
- Documents interactions with DV/DCS residents on site and at DCS offices and prepare for biweekly reporting.
- Compile’s information and data to ensure proper reporting.
- Supports the mission of the DV Shelter and the mission of the YWCA Greater Memphis.
- Supports the mission and vision DCS.
- Performs other related DV/DCS duties as deemed necessary or as delegated by the Shelter Coordinator.

**EDUCATION AND EXPERIENCE:**
- Bachelor’s degree in social work, counseling, psychology or other related fields with one (1) year of case management experience or five (5) years of experience working in the domestic violence field.

**KNOWLEDGE, SKILLS AND EXPERIENCE:**
- Knowledge of domestic violence and needs of victims of domestic violence.
- Knowledge of working with children including those who are victims of domestic violence.
- Knowledge of community agencies and resources.
- Strong listening and reflective response skills, oral and written communication skills, case management skills, and computer or word processing skills.
- Must have a valid driver’s license.
- Excellent communication skills.

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YWCA Greater Memphis
Attn: Marquiepta Odom or Executive Director
766 South Highland Street
Memphis, TN 38111
Closing date is Tuesday, August 22, 2022
No phone calls please.