



**JOB DESCRIPTION:** Peace Over Violence is a non-profit, multicultural, volunteer, trauma informed and survivor centric organization dedicated to building healthy relationships, families and communities free from sexual, domestic and interpersonal violence.

**Title:** Domestic Violence Case Manager  
Family Justice Center (Off site)

**Salary:** DOE Full Time non-exempt

**Benefits:** Health (partial payment), Dental, and Vision. Generous Vacation and Holiday Allowances

**Site:** Family Justice Center Los Angeles

### **Summary:**

Peace Over Violence (POV) has a position available for a Domestic Violence Case Manager (DVCM). The DVCM will work in partnership with the Los Angeles Police Department's Family Justice Center (FJC) Detectives, Officers and other community partners, stationed at the FJC in Los Angeles. This position is responsible for day-to-day domestic violence intervention services provided to FJC clients/survivors and family members who have experienced or witnessed domestic violence. We seek an individual who has a passion for helping others and a commitment to developing and strengthening community resources and partnerships. The DVCM is a vital part of the Intervention Division and works closely with POV's Emergency Response Team.

### **RESPONSIBILITIES**

#### **Case management/Crisis Intervention**

- Provide trauma informed crisis intervention services, including telephone or face to face crisis intervention counseling, advocacy, accompaniment and referrals to domestic violence survivors
- Conduct comprehensive needs and risk assessments, client intake process for continuation of services in POV's counseling, case management and/or legal programs
- Prepare case service plan, objectives with survivor to ensure they receive full range of services as needed
- Provide referrals, personal/criminal advocacy & accompaniment support and develop safety plans and assist with restraining order needs per survivor's request
- Assist survivors with their needs working with prosecutors, law enforcement, and additional follow up
- Accompany survivors to criminal or civil legal court proceedings to provide overall support to survivors
- Educate survivors about the dynamics of domestic violence and available community resources
- Explain the civil and criminal legal system to survivors and link survivors to social services or other community resources as needed
- Respond to services inquires at Family Justice Center
- Assist with Intervention Division ERT with overflow of hotline calls
- Provide education and information on financial literacy, professional development, resume writing and interviewing skills
- Provide information on POV's Trauma Recovery Center services
- Victims compensation program and safe at home application assistance

#### **Community Outreach/ Training**



- Provide outreach, education presentations to various community groups, schools and other organizations;
- Attend on-going trainings, workshops and conferences
- Develop and facilitate trainings to social services, law enforcement and medical personnel and community partners
- Attend multidisciplinary meetings with community services providers and partner agencies

#### **Administrative**

- Document client interactions and compile statistics on a monthly basis;
- Adhere to necessary grant requirements for statistical tracking
- Prepare and maintain monthly progress reports
- Data entry of individual cases and case file maintenance

#### **Other Responsibilities:**

- Ensure completion of client record data-entry forms & other client-related file upkeep in a timely manner
- Attend scheduled meetings, in-services, agency staff meeting, annual agency functions, and other agency meetings as
- Conduct community workshops, Parenting classes, financial literacy support

#### **QUALIFICATIONS**

- Demonstrated knowledge of trauma informed crisis intervention, domestic violence, child abuse/neglect, stalking, elder abuse intervention; experience in Crisis Counseling
- Completed or intend to complete Peace Over Violence's Counselor Advocate training or its equivalent
- Ability to establish effective working relationships with criminal justice and social service agencies members
- Ability to work well with a diverse group of people including: clients, volunteers and staff in a non-judgmental manner
- Ability to relate in an empathetic, supportive, non-judgmental manner to victims and their families
- Demonstrate initiative and professionalism; ability to work independently & maintain work load
- Strong & effective oral & written communication skills; public speaking, facilitating group discussions
- Ability to pass department of justice background check
- Capacity to balance and provide self-care while meeting the demands of a crisis center
- Computer Literacy required: email, Microsoft Office and Internet basics
- Flexible Schedule to fit varying shifts
- Capacity to work some weekends and/or evenings
- Automobile needed with a valid driver's license and insurance
- Bilingual skills (English/Spanish) preferred

*Peace Over Violence encourages applicants from a diverse pool of candidates including candidates of color, candidates with disabilities, candidates who identify with the LGBTQ community and others.*

*Applicants may submit a resume and cover letter to:*

**No phone calls please.**

Yvette Lozano, Chief Program & Operations Officer, 1015 Wilshire Blvd, Suite 200 Los Angeles CA 90017

Fax (213)955-9093

Email: [yvette@peaceoverviolence.org](mailto:yvette@peaceoverviolence.org)