



Employee Job Description

Job Title: **DHHS CPS Liaison Educator**

FLSA Status: Non-Exempt (Hourly) & Full-time Exempt (Salaried)

Reports to: **Director of Community Response**

Job Summary: The DHHS CPS Liaison Educator provides advocacy and support to victims/survivors of domestic and sexual violence, dating violence, and stalking, within the CPS system and is responsible for NS' consultation and education to the State of Maine Department of Health & Human Services, Child Protective Services.

Essential Duties/Responsibilities:

1. Establish and maintain regular hours at DHHS CPS to provide consultation, education, and training about domestic and sexual violence, dating violence, and stalking, to workers on site, and be available at other times and locations to provide same.
2. Attend DHHS CPS staff and unit meetings as requested and available.
3. Provide advocacy and support to victims/survivors of domestic and sexual violence, dating violence, and stalking within the CPS system.
4. Participate in Family Team meetings as requested and available when it is deemed useful to the family.
5. As needed and available, consult with workers in other DHHS departments.
6. Ensure that victims/survivors of domestic and sexual violence, dating violence, and stalking and child abuse receive information and support during the CPS emergency assessment period.
7. Provide CPS workers with relevant and timely information about dynamics of domestic and sexual violence, dating violence, and stalking, the laws and services on an on-going basis to keep them informed and connected with the issue and Next Step.
8. Provide NS staff and volunteers with relevant and timely information about the effects of domestic abuse on children, and DHHS CPS regulations and services on an on-going basis to keep NS workers informed and connected with the issue and DHHS CPS.

Additional Duties/Responsibilities:

1. Participate in direct service to individuals and in groups, in various formats and locations, including compilation of relevant statistics.
2. Share staff back-up responsibilities for night and weekend hotline shifts.
3. Participate in public speaking opportunities, community activities, and fundraising including compilation of relevant statistics.
4. Serve on committees and in community groups as assigned.

5. Participate in organizational activities such as planning, training, co-worker support and integration, staff and committee meetings.
6. Participate in volunteer training, support, and supervision.
7. Participate in office management and maintenance functions such as answering phones and doors and keeping individual and group spaces presentable.
8. Participate in regular goals and objectives review with supervisor.

Knowledge/Skills/Experience requirements:

- Completion of high school or equivalent
- Successful completion of NS hotline training, and participation in on-going education and training
- Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence and stalking
- Knowledge of and sensitivity to the impact of domestic and sexual violence, dating violence and stalking on children
- Excellent listening skills
- Effective written and oral communication skills
- Public speaking and group facilitation skills
- Basic computer competency

Essential attributes:

- Self-motivation and ability to function as part of a team
- Willingness and ability to work flexible hours
- Understanding of and commitment to NS' confidentiality policy
- Punctuality
- Desire to learn, seek new challenges and take on additional responsibilities
- Reasoning ability. Good common sense with ability to solve practical problems
- Professionalism appropriate to the circumstances in attire, manner, and behavior

Licenses/Certificates/Registrations:

- Valid driver's license, reliable transportation, and required insurance
- Satisfactory response from government agencies to NS required back-ground checks

Physical demands/Conditions/Requirements:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed frequently in a busy office setting. Ability to multi-task is required. Work is also required frequently in a variety of community settings. Ability to transport self is required as is ability to move and set up displays and other tools of work in a variety of settings.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.

Submit cover letter and resume to:
Leslie Linder, Director of Community Response
llinder@nextstepdvproject.org
207-546-1292