



Job Title:	Family Violence Prevention Specialist	Job Category:	Direct Services
Location:	Claremont & Newport Offices; Confidential Shelter	Travel Required:	Travel throughout Sullivan County with occasional travel to other regional locations
Level/Salary Range:		Position Type:	Full-time, hourly, non-exempt, benefits eligible
HR Contact:	Amanda Mace	Date Posted:	8/10/26
Supervisor:	Amanda Mace	Posting Expires:	
External Posting URL:			
Applications Accepted By:			
EMAIL: amanda@cscnh.org Subject Line: Family Violence Prevention Specialist Employment		MAIL: The Center for Safer Communities Attention: Amanda Mace 231 Broad Street Claremont, NH 03743	
Mission and Vision			
The Center for Safer Communities' mission is to enhance the safety and well-being of victims and survivors of domestic and sexual abuse and stalking through empowerment and advocacy; to create a community responsive to all victims and survivors through education, outreach and accountability; and to empower the community to establish a safer culture. The Center for Safer Communities' vision is for everyone to be engaged in preventing domestic and sexual abuse and stalking, and assuring respectful relationships in all homes, schools and communities.			
Position Objective and Summary			
This full-time position works as an advocate for survivors of domestic violence and sexual assault who access services through our office, crisis line, and community.			
Job Description			

ESSENTIAL FUNCTIONS

- Utilizing our empowerment, trauma-informed model, provide crisis intervention and support services to survivors of domestic, sexual, and stalking violence and their children and to families in transition including individual peer support counseling; support group/ TRAILS facilitation; social service, legal, medical, law enforcement, and court advocacy; personal advocacy; transportation; shelter and safe home placement; safety planning; and, referrals and follow-up.
- Facilitate/ co-facilitate evening support groups as needed throughout the year.
- Provide ongoing case management to shelter families.
- Provide consultation to child protective services in identifying partner abuse where allegations of child abuse/neglect have been made, and throughout the duration of domestic violence related cases; maintain meaningful contact with child protective services supervisors and workers.
- Work with CSC and DCYF staff to provide training and education on the co-occurrence of domestic violence and child abuse/neglect to collaborative providers, organizations, businesses, and the community at large.
- Work collaboratively with members of the Multidisciplinary Team (MDT) at the Child Advocacy Center (CAC) and be first-up for CAC support to non-offending caregivers.
- Build strong healthy professional relationships with co-workers founded on ethical communication.
- Develop, establish, and maintain collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical, mental health, and social service providers.
- Track, document, and submit DCYF and CAC statistics in a timely manner. Submit data into VELA daily.
- Participate in the agency's strategic planning.
- Attend Sullivan County CAC case review meetings.
- Attend DCYF and CSC staff meetings, in-service trainings, and direct services component meetings.
- Provide on-call advocacy on the 24/7 crisis and support line as scheduled.
- Follow up on evening and weekend crisis contacts the next business day.
- Participate in agency fundraising, as necessary.
- Promote the Agency's mission and participate in agency outreach efforts, including tabling events in the evenings and on weekends as needed.
- Participate in a minimum of six hours of continuing education annually.
- Seek supervision and guidance from the Programs Director, as needed.
- Other related duties, as directed.

QUALIFICATIONS

- 1-3 years' experience in direct services or human services field required.

- Demonstration of an understanding of abusive family dynamics, including intimate partner violence, the cycle of abuse, power and control dynamic, cultural diversity issues, and child abuse and neglect.
- Ability to establish healthy boundaries, trust, respect, and rapport with adults and children.

EDUCATION:

- Bachelor's degree in social work/social sciences or related field preferred.

KNOWLEDGE:

- Well-informed about the issues of domestic violence, sexual assault, oppression, and empowerment.
- Familiarity with the service delivery system in Sullivan County is preferred.

SKILLS:

- Organizational skills to keep track of duties, deadlines, and timelines. Ability to schedule and prioritize tasks.
- Problem-solving skills to identify potential issues and create helpful solutions.
- Time-management skills to work efficiently, involving completing projects and coordinating tasks according to their deadline.
- Teamwork skills that allow for collaborating with colleagues to produce high-quality advocacy, providing valuable input to the team, and considering the feedback that the team receives from each other.
- Technology skills including but not limited to Microsoft Office Suite, Windows, Outlook, VELA, Izzy, and online software platforms.

TRAITS:

- Non-judgmental and open personality
- Works well in a team environment
- Ability to maintain confidentiality
- Willing to work flexible hours, when necessary

PHYSICAL AND PSYCHOLOGICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks under stressful situations and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with a keyboard, repetitively using wrist, elbow, and shoulder.
- Must be able to communicate and exchange information clearly.

- Must be able to lift or negotiate up to 40 pounds from time to time to assist with donations, deliveries, etc., and be able to stay in a stationary position and stand for long periods of time.
- Must be capable of frequent travel throughout the county and statewide. National travel may be expected.

REQUIREMENTS

The Center for Safer Communities requires all employees to submit to criminal background and motor vehicle driver's license checks; employment may be dependent on findings. All employees are expected to honor staff values and practice ethical communication.

DISCLAIMER

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed. This job description is subject to change at any time.

Reviewed By:	Amanda Mace	Date:	8/10/2026
Approved By:		Date:	
Last Updated By:	Amanda Mace	Date:	8/10/26