

# Service Opportunity Data Sheet

## Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100  
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

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**Unit:** Elkhart, Indiana

**Date:** May 16, 2008

**Position Title:** Women's Advocate

**Organization/Agency Name:** individuals & Families in Transition (iFiT)

**Agency Contact:**

(Name) Cyneatha Millsaps

(Address & telephone & email)

101 E. Hively Ave.

Elkhart , Indiana 46517

(574) 295-6596

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**1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):**

iFiT is committed to assisting families, youth and individuals as they work through various life challenges. They offer encouragement, empowerment and direction as we help our clients preserve their dignity and respect

**2. Detailed position description (include whether position is full time or half time):**

Provide a safe and secure residence for shelter clients and their children including crisis hot-line around the clock, 365 days a year .

1. Provide crisis intervention via phone and in person.
2. Provide appropriate referrals to residents and phone clients.
3. Provide domestic violence supportive listening and case management.
4. Interact with residents on a daily basis using good listening skills and a supportive stance.
5. Educate, refer, explore options, and then respect the client's decision.
6. Complete intakes, exits and daily paperwork according to procedures.
7. Implement service plan as instructed by Program Manager.

- 8. Enforce house rules.
- 9. Lead support group if requested by Program Director.
- 10. Inform facility Director of exiting clients, or if there is not time, make up a box of start-up items.

**3. Qualifications:**

Bachelor's degree preferred. Consideration given to survivors of abuse provided they have made significant progress in their own healing journey. Requires excellent listening skills, assertiveness, and calmness under stress, flexibility and ability to maintain confidentiality and to be non-judgmental. Must be sensitive to issues of cultural diversity.

**4. Worker's Compensation? Yes or No. TBD**

**5. Comments:**

Approved by Local Leadership \_\_\_\_\_ Date \_\_\_\_\_

Approved by MVSO: \_\_\_\_\_ Date \_\_\_\_\_