**THE WILLOW DOMESTIC VIOLENCE CENTER**

*“Restoring the Health and Safety of Victims of Family and Domestic Violence”*

**Assistant Director of Community Services**

***POSITION RESPONSIBILITIES***

A Willow Domestic Violence Center full-time position focused on providing direct service, coordinating healthy relationship classes, managing referrals, and assisting with the development of the program in conjunction with the Department for Children and Families (DCF) DV/SA grant. All services will be delivered in a positive environment focused on participant empowerment, collaboration, and communication.

**FLSA CLASSIFICATION: Non-Exempt (Hourly)**

**Reports to Director of Community Services**

**ESSENTIAL FUNCTIONS:**

**Policy and Program Development 60%**

1. Coordinate and deliver services to program participants; including, but not limited to, self-sufficiency planning, career development activities, safety planning and lethality assessment, DV/SA services, and coordination of program courses, financial literacy, healthy relationships, positive parenting, and community resource referrals for both TANF recipients and non-TANF eligible participants.
2. Complete and maintain all program related documents including: participant assessment, referral and evaluation tools, as well as overall program evaluation and quality assurance measures.
3. Coordinate and complete assessments of need and delivery of Client Assistance funds and complete all data tracking and reporting related to those funds.
4. Complete and maintain all program-related documentation, files, and logs in compliance with grant requirements.
5. Participate in grant project monitoring, evaluation and determining of results by monitoring program participant goal progress, and overall program functionality.
6. Deliver engagement services to community partners and potential referrals, as needed.
7. Participate in emergency helpline assistance
8. Coordinate various support groups with group facilitators to ensure support groups are being provided.

**SUPERVISION**

1. Provide appropriate and consistent feedback, performance reviews, and outcome direction to staff.
2. Provide professional development opportunities, guidance, and resources for direct reports.
3. Create a positive culture of leadership, effective management, and collaboration.

**TEAMWORK & COMMUNICATION 30%**

1. Collaborate with team members to ensure a positive cultural environment in which communication, teamwork, empowerment, and program integrity are assured.
2. Provide direct and appropriate communication to fellow staff, community partners, and DCF to ensure program participant needs are met in a timely manner.
3. Communicate with the local DCF office staff in a timely, collaborative, and cooperative manner.
4. Develop and maintain respectful relationships with appropriate community partners.
5. Assist with additional direct service, as needed.

**EDUCATION & EMPOWERMENT 10%**

1. Knowledgeable of DCF policy pertaining to TANF and community resources.
2. Submit proposals and documentation to supervisor by deadlines and upon request.
3. Deliver services in a culture and environment of survivor and personal empowerment.
4. Deliver services in a manner respectful of cultural competency and compliant with ADA standards.

**QUALIFICATIONS, SKILLS and ABILITIES:**

• Bachelor’s degree in Social Services, public administration, or related field or equivalent experience.

• Minimum one year experience in human services and/or not-for-profit organization.

• Knowledge of and sensitivity to domestic violence issues and trends preferred.

• Knowledge of service area resources preferred.

• Knowledge of computer programs to include Word, Excel, and Google Apps.

• Experience working with diverse people and groups.

• Experience maintaining personal/professional boundaries.

• Excellent oral, written, and interpersonal communication skills.

• Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

• Manage and resolve conflict between stakeholders.

• Manage stress constructively.

• Express commitment to the empowerment of women and children.

• Possess valid Kansas driver’s license, access to reliable transportation, & proof of current liability insurance.

**PHYSICAL DEMANDS:**

• Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.

• Hear average or normal conversations and receive ordinary information.

• Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.

• Prepare and/or inspect documents and communications on computer or on paper.

• Sitting for extended periods of time.

• Bending, lifting, and carrying up to 40 pounds (donations/commodities).

• Lifting from floor or from inside car, inside truck, or from trunk.

• Lifting children (infant, toddler, preschool) in to car-seats when required.

• Moving up and down stairs in shelter facility.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact the Executive Director. However, no accommodations will be made that may pose serious health or safety risks to the employee or others or that impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to be and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies–“All newly hired staff will be on probationary status during first 6 months of employment or until the initial evaluation is completed and permanent status is recommended.”

I, the HOPEworks Community Stability Program Facilitator, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above ”Essential Functions,” but I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of on-going employment process.

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Employee (Print Name) Employee Signature Date

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Supervisor (Print Name) Supervisor Signature Date