

YWCA GREATER FLINT

JOB DESCRIPTION

POSITION TITLE:	Director, Domestic Violence Services
DEPARTMENT:	Domestic Violence/Sexual Assault Services (DVSAS)
FLSA:	Exempt
POSITION REPORTS TO:	CEO
FULL TIME/PART TIME:	Full Time
Funding Source:	DVP and SASRV; grant funded

Mission Statement:

The YWCA Greater Flint is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Core Values:

The YWCA has an expectation that each employee aligns with these core values:

- Exhibits commitment to the mission and values of the agency ensuring service excellence.
- Maintains confidentiality of all information according to policies and procedures.
- Demonstrates courteous and cooperative behavior within own and other departments.
- Demonstrates commitment to clients and the empowerment model.
- Maintains reliable attendance.
- Facilitates good communications between co-workers and management team.
- Attend relevant trainings and workshops to meet the required 24 hours of training per year.
- Responds openly to new ideas and makes suggestions for improvement.

Position Summary:

The Domestic Violence Services Director is responsible for the overall day-to-day operation of the agency's domestic violence services program which includes crisis intervention services, advocacy, case management, emergency shelter, 24/7 crisis line and Crisis Response Team to survivors of domestic violence/intimate partner violence. The ideal candidate will have knowledge of survivor-centered, trauma-informed, and advocacy-based interventions with survivors of domestic violence and sexual assault that are rooted in anti-oppression values and the empowerment model. The Director is responsible for managing the overall quality of the program and provides direct supervision of the program staff, including the Victim Advocate Program Coordinator and the Coordinator of the Safehouse, emergency shelter. The Domestic Violence Services Director is a member of the Leadership Team and is responsible for ensuring provision of services is consistent with the mission and philosophy of the agency.

Position Duties and Responsibilities:

- Oversee all aspects of operation for the agency's domestic violence services, including program development, program evaluation, staff problem solving and staff development for direct service staff.
- Develop policies and procedures to ensure quality services for survivors and accountability for staff.
- Maintain knowledge of current research and implement new and best practices in the field of domestic violence and sexual assault for services to survivors.
- Support the recruitment, interviewing, hiring, and orientation of agency staff, volunteers, and interns.
- Provide training and orientation to all new staff members and periodic refresher training as needed, as well as conduct community training and presentations as requested.
- Collaborate with agency leadership to prepare grant applications, reports and program evaluations as per funding requirements.
- Ensure agency representation on committees, other community collaborations, commissions, and task forces.
- Develop, support, and enhance outreach programs, focusing on community education regarding healthy relationships and intimate partner violence.
- Ensure timely and accurate statistical collection, analysis and reporting for the program as required.
- Review program documentation and tools to ensure that agency and funding standards are met.
- Attend and actively participate in regular supervision with CEO.
- Provide regular supervision for assigned staff; ensure opportunities for professional development by setting goals and conducting performance reviews.
- Actively contribute toward and attend program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to and uphold agency policies and protocols related to the security of electronic client service records.
- Maintain and ensure the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation work activities are complete and up-to-date.
- Coordinate and compile accurate statistical collection and prepare reports as needed.
- Contribute toward fostering inclusive and supportive work environments throughout the agency.

Position Qualifications:

- Master's degree preferred/Bachelor's required in a social services field not limited to social work, human services, nursing, criminal justice, or psychology.
- Minimum 3 years experience supervising direct service staff as well as experience working directly with survivors of domestic violence and/or sexual assault.
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Demonstrated ability to work with the YWCA leadership team, stakeholders and multiple disciplines and develop collaborative relationships.
- Must be able to work independently.
- Position requires a work week schedule Monday through Friday 8am – 5pm with the opportunity to flex a schedule due to evening or weekend obligations for presentations/trainings/etc.

Salary Range: \$55,000-60,000; Salary Commensurate with Qualifications and Experience

Benefits include: health, dental and vision insurance, retirement plan, short-term disability, as well as paid holidays and vacation time.

Please submit cover letter and resume to Dr. Michelle Rosynsky, CEO via email at mrosynsky@ywcaflint.org. Review of applications will begin August 20, 2021 and will continue until a suitable candidate is identified.