



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Director of Programs
Reports to: Executive Director
Status: Full-time, Exempt

Description: Responsible for directing the effective operation of direct service programs and personnel.

Requirements & Skills:

- Master's Degree in social work or related field
- Four years of supervisory experience
- Minimum of four years experience in social service program or agency
- Experience working with women's issues preferred
- On-going training in management and communication skills; mandatory annual domestic violence training
- Knowledge of criminal justice system and laws pertaining to domestic violence and human trafficking
- Understanding of and willingness to promote non-violent issues; be sensitive to domestic violence and human trafficking issues
- Cooperative, diplomatic, and able to relate to all types of individuals
- Organized; able to manage multiple priorities; able to work without direct supervision
- Excellent verbal and written communication skills

Duties: Direct and oversee the provision of program services, to include:

- Support groups and individual advocacy for residents and outreach participants utilizing adopted curriculum
- Monitoring to ensure that all programs operate in accordance with established agency philosophies and policies
- Monitoring to ensure the provision of service management and other services in accordance with FCADV minimum standards
- Regular case reviews with program staff to monitor consistent delivery of services

Leadership

- Manage, support and guide Program Managers
- Lead, empower and motivate Program Team
- Provide meaningful development and growth opportunities for Program Team members

Human Resources (Program Department)

- Interview, hire, train, and supervise assigned staff
- Ensure 24-hour staffing of emergency shelter
- Follow through with all necessary paperwork as it pertains to supervised staff (time sheets, schedules, etc.)
- Ensure documentation of employee training hours

Statistical Reporting

- Oversee updating of forms, program policies and procedures
- Ensure proper follow through with any correspondence as it relates to the direct service programs

Training

- Ensure training is scheduled for all new Shelter employees within 90 days of hire
- Update training as needed
- Ensure updates, additions, deletions, and changes are made to FCADV's Privilege Registry

Community Awareness

- Serve as liaison with assigned community agencies
- Oversee community education presentations to the general public
- Provide educational training to professionals including medical personnel, law enforcement, mental health providers, and attorneys

Management Team

- Participate in agency policy development and initiatives
- Develop policies and guidelines for the provision of programs that support and enhance service to program participants to meet grant, funding, and statutory requirements
- Provide input for effective grant proposals

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20 pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Preparer _____

Date _____

Signature of Employee _____

Date _____