Adult Domestic Violence Program Coordinator

Turning Point, Inc. in Woodstock, Illinois is seeking an Adult Domestic Violence Program Coordinator to direct the domestic violence counseling, trauma therapy and advocacy services for adults who have been victims of domestic violence. Responsibilities include supervising the domestic violence program for adults and providing trauma-based therapy to adults who are victims of domestic violence. After-hours and weekend on-call several times per month is required. Full-time, 35 hours/week, Monday through Friday. Schedule must be flexible to accommodate clients and includes two to three evenings (until 7:30 p.m.) per week. Pay is $50,000 - $55,000 per year. Benefits include health insurance, dental and vision insurance, 401K plan, paid holidays, vacation, and discretionary time off. **TO APPLY:** Email resume and cover letter to michellek@turnpt.org

**JOB DESCRIPTION:**

**Required qualifications:**

- Master’s degree and clinical license in counseling, social work or psychology required (LCPC, LCSW).
- At least 3 years of experience working in a behavioral health or domestic violence field with adults who have experienced trauma.
- Experience supervising behavioral health staff
- Ability to multi-task and strong written and oral communication skills.
- Ability to lift 20 pounds.
- Must live within 40-minute commute of Woodstock, Illinois due to on-call requirements.

**Preferred qualifications:**

- Experience working in a domestic violence agency or organization
- 40-hour trained in domestic violence
- Bilingual Spanish a plus.

**Supervisory Relationships:** The Adult Domestic Violence Program Coordinator reports directly to the Associate Director. The Adult DV Program Coordinator supervises the Domestic Violence Advocates for Adults and the Latino Program Coordinator, as well as interns assigned to the program.
Responsibilities:

1. Supervise the Domestic Violence Advocates for Adults and the Latino Outreach Coordinator.
2. Supervise group facilitators in the adult victim programs, including full-time and part-time staff and volunteers.
3. Ensure effective delivery of services and provide regular clinical supervision and annual performance reviews to adult program staff.
4. Provide individual and group therapy and complete intakes, assessments and treatment plans for adults who have been identified as having trauma-related mental health issues and past domestic violence issues.
5. Provide in-house and after hours on-call crisis services for victims of domestic violence.
6. Interview, hire and train new Adult Domestic Violence staff.
7. Supervise interns assigned to the Adult DV Program Coordinator.
8. Develop, plan and evaluate additional services needed in the adult program to ensure that evidence-based and trauma-informed services are provided. Recommend changes, improvements and updates to agency and department services and policies.
9. Coordinate and lead clinical staffing meetings.
10. Collaborate with managers and staff in other Turning Point programs to ensure families are provided with effective and appropriate services.
11. Prepare for and pass Illinois Certified Domestic Violence Professional certification exam within one year of hire and maintain certification.