Safe Journeys

FOR: Policy & Procedure Manual
SECTION: Personnel
RE: Job Description
POSITION: Counseling and Prevention Programs Director
REPORTS TO: Executive Director
FSLA STATUS: Exempt
Approved By: Board of Directors
Approved Date: February 6, 2018
Rev. August 14, 2018

PURPOSE: To develop and implement counseling and prevention services.

MISSION STATEMENT:

To empower survivors of domestic and sexual violence and work to end such violence in our communities.

FUNCTIONS:

- Coordinates and monitors the delivery of trauma informed, client centered counseling and prevention programs.
  - With Executive Director, hires, trains, schedules, supervises, and evaluates department staff and volunteers to ensure compliance with laws, agency policies and procedures, and funder requirements.
  - Monitors agency activities to assure compliance with funder requirements, including ICADV and ICASA.
  - Monitors client and agency records for timeliness and compliance with funder requirements, including ICADV and ICASA.
  - Arranges and participates in case review and consultation as needed.
  - Evaluates productivity within programs by staff person, volunteers, and funding sources.
  - Ensures accurate data and timely documentation for agency and funding source reports and ensures confidentiality of agency information.
  - Oversees quality of service design and delivery in accordance with agency philosophy and collaborates with other agency departments to provide a seamless, unified approach to service delivery.
  - Enforces agency policies in a client centered, trauma informed manner.

- Directs and facilitates continual improvement of processes, policies, and practices.
  - Coordinates development and implementation of agency prevention plan requirements.
  - With the Executive Director and other senior management, establishes and implements priorities and strategies.
Utilizes expertise to provide guidance and support to staff regarding delivery of service.

- Stays up-to-date on current developments and legislation in the fields of domestic and sexual violence.
- Provides systems advocacy and training.

- Participates in agency on-call system.

- Provides other direct services as needed.

- Functions as agency ambassador and builds community relationships.
  - Participates in local efforts to improve the community’s response to domestic and sexual violence.
  - Serves as agency delegate or representative on appropriate state and local coalitions.
  - Coordinates agency participation in awareness and community events.
  - Promotes the agency, as needed, through public presentations, media interviews, written materials, and special events.
  - Collaborates with all agency leadership to provide and enhance community education efforts and establish networks with appropriate referral and partner agencies.
  - Monitors and orders public education materials.

- Other staff responsibilities:
  - Facilities compilation of data to meet funding requirements.
  - Facilitates scheduling and coordination of training for volunteers and new staff.
  - Provides or facilitates client transportation, as needed.
  - Assists with grant writing.
  - Knowledge of agency and relevant grant policies and procedures.
  - Participates in staff, management, and Board meetings, as appropriate.
  - Participates in professional trainings as required by agency and funders.
  - Communicates with staff and the public in a manner that reflects respect and equality.
  - Assures ethical conduct in business, marketing, service delivery, and professional practice.
  - Performs other duties as assigned.

EXPERIENCE AND OTHER QUALIFICATION REQUIREMENTS:

- Bachelor’s degree in human services field (including Social Work, Psychology, Crisis Counseling, Counseling, and Therapy), Criminal Justice, Public Administration, Education, or Child Development or equivalent field or experience in the field. Master’s degree preferred.
- Experience in crisis intervention and staff supervision preferred.
• Knowledge of domestic and sexual violence programs and funders.
• Effective oral and written communication skills.
• Ability to set limits and priorities.
• Excellent attention to detail and timeliness.
• Ability to maintain confidentiality.
• Ability to serve individuals from diverse cultures and backgrounds.
• Ability to work independently and as a cooperative team member.
• Must have 40 hours of domestic violence and 40 hours of sexual assault trainings or complete agency training program before interacting with clients.
• Ability to pass DCFS and criminal background checks at all times.
• Reliable automobile, current license and insurance.
• Basic computer skills.

PHYSICAL REQUIREMENTS:

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 50 lbs. on an as-needed basis;
2. Perform the basic life operational functions of talking, hearing, vision on a frequent basis;
3. Perform repetitive motions (i.e. computer keying and/or dialing phone) on a frequent basis;
4. Stand, walk, sit, climb stairs, reach with hands and arms, stoop, kneel, and crouch on a frequent basis;
5. Ability to drive a car or access to other transportation.

This position requires exposure to the following environmental factors:

1. Normal office conditions;
2. Exposure to variable noise levels;
3. Environment may include possible exposure to communicable illnesses; and
4. Traveling in an automobile in various weather conditions.

I have received, reviewed and understand this job description.

___________________________________________      ________________
Employee signature                              Date