

POSITION: Program Director

Status: Exempt

Reports to: Director of Operations

Hours: 8:30 a.m. to 5:00 p.m.; May require some evenings and/or weekend work.

At-Will Employment

You are free to terminate your employment with the Women's Center at any time, with or without a reason, and the Women's Center has the right to terminate your employment or the employment of others at any time, with or without a reason. Although the Women's Center may choose to terminate employment for cause, cause is not required. This is called "at-will" employment.

Most employees at the Women's Center are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

Description: The Program Director is responsible for developing, coordinating, and the supervision of the Domestic Violence and Sexual Assault program within the agency and in the community. The Program Director provides direct supervision of the Lodi and Tracy Satellite offices. Oversees agency's Safety Net Program and parenting programs. Provide outreach and education to the community and provide support services on issues of concern to victims of domestic violence and sexual assault.

Job Qualifications:

- Four year degree and 4 years of directly related experience
- State certified training for domestic violence and Sexual Assault. One year of counseling, with at least six months in domestic violence or sexual assault
- 5 years of management/leadership experience
- Ability to work effectively with people from diverse backgrounds and cultures
- Ability to provide crisis intervention and advocacy for clients
- Knowledge of group dynamics
- Computer skills required
- Good supervisory skills and ability to motivate staff and volunteers
- Ability to communicate ideas clearly and persuasively
- Excellent communication skills, both written and oral
- Sensitivity to issues concerning women, i.e., self-esteem, assertiveness, empowerment, violence prevention, and victims rights
- Awareness of and sensitivity to the cultures represented in San Joaquin County
- Ability to lift supplies up to 25 lbs. to waist height
- Reliable transportation, valid California Driver's License, and proof of insurance
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday
- Fingerprint clearance required

Essential Functions:

- Develop, coordinate and supervise comprehensive domestic violence and sexual assault services that assist survivors and their children.
- Develop goals, objectives and activities for the domestic violence service and sexual assault area and assure that these are achieved.
- Responsible for being knowledgeable of and for enacting all personnel and other agency policies.
- Responsible for ensuring that employees have adequate training and on-going supervision to provide assigned services and to ensure that professional relationships with clients are maintained.
- Assist in planning for staff training to increase skills, build team relationships, and enhance personal growth.
- Ensure that accurate documentation is recorded and compiled regarding service levels and client characteristics.
- In conjunction with the Director of Operations, complete monthly and quarterly reports regarding the services provided by the domestic violence service and sexual assault area.
- Monitor the funds and other resources used by the domestic violence and sexual assault service area.
- Monitor legislation and advocate for the rights and needs of domestic violence and Sexual Assault victims.
- Represent the Women's Center-YFS in speaking presentations throughout the community.
- Assist in planning and coordinating volunteer training programs.
- Inform the CEO on a regular basis of plans and methods.
- Must have an attitude of friendliness and be able to communicate with all levels within the Women's Center-YFS.
- Must be reliable and consistent with attendance and punctuality to work.
- Attend one-one meeting with the Director of Operations
- Attend meetings (i.e.; Program Meetings, Case Management, Lodi/Tracy staff, Directors, Agency Staff meeting)
- Staff Human Trafficking Task Force and chair Advocacy Committee
- Maintain contact with other agencies and maintain strong partnerships
- Provide crisis-intervention, counseling for victims of domestic violence and sexual assault
- Conduct annual appraisals of direct reports
- Attend monthly Board Meetings
- Provide advocacy services for victims of domestic violence and sexual assault: Temporary Restraining Orders, accompaniment to court and social service agencies
- Understand and follow all policies and procedures of WCYFS
- Keep supervisor informed, on a regular basis, of program activities and concerns
- Ability to maintain good working relations with co-workers, supervisors and the community at large
- Fulfill duties as assigned to ensure the smooth operation of WCYFS
- Other duties as assigned

Women's Center-Youth & Family Services hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. Women's Center - YFS is an equal opportunity employer. Women's Center - YFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

Employee: _____ Date: _____

Supervisor: _____ Date: _____