



## Job Description

**Job Title:** DV Children's Program Supervisor

**Department:** Broadview Residential

**Supervisor:** Broadview Director

**Status:** Non-Exempt

**FTE:** 1.0

**Salary Grade:** 29

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

**Job Summary:** The Children's Services Supervisor works across Broadview Shelter/Transitional housing programs to coordinate the provision of services and support to children and their families fleeing Domestic Violence. The Children's Services Supervisor provides on-site supervision and direction at Solid Ground's confidential domestic violence program. The program serves approximately 80-100 children with a trauma-informed care approach. The Broadview Children's Services Supervisor also works across other programs at Solid Ground to assist with coordination and planning of services to children.

Broadview is a 24-hour facility providing emergency shelter and transitional housing with support services to women, children, and youth whose lives have been disrupted by family violence and homelessness. Support services include case management and advocacy-based counseling, legal advocacy, and housing stabilization.

**Essential Responsibilities, Duties & Tasks:**

25% Manage the day-to-day operation of culturally appropriate services for children within Broadview programs. Assist with the development of program policies, procedures, workplans and goals including ensuring compliance. Analyze needs of children and develop and direct the implementation of new initiatives and programs with a focus on health and safety. Integrate anti-oppression principles into the provision of services. Participate in program, department and agency meetings and relevant training as required.

25% Hire, train and supervise staff as well as provide support and supervision to volunteers. Provide staff support through regular team meetings, case supervision, and training. Provide leadership, and oversight to facilitate daily operations and delivery of services within the programs. Provide support and crisis intervention. Report child abuse concerns to CPS and coordinate follow-up.

25% Assist with grant writing and contract negotiations and ensure compliance. Work with Resource Development in the development of grant proposals and/or fundraising activities including cultivating new donors, partners, and volunteers for Broadview programs. Assist with the development of program budget, monitor and track budgets. Generate department reports for contract monitors and agency. Work closely with the Data TaskForce to design data collection needs for programs.

25% Conduct outreach with community agencies and coordinate service with existing outside providers while looking for new partnership opportunities. Build relationships with universities, vocational schools, and local businesses to create opportunities for higher education and creates career pathways for our youth. Act as a consultant for internal and external issues related to children while promoting program issues and needs. Work with staff to ensure the coordination of services within Broadview and other programs across the agency. Attend relevant department meetings and training as required.

The Children’s Services Supervisor is also part of the on-call team which rotates working evening and weekends throughout each month, for one week to provide support to staff.

The duties listed above are intended only as illustrations of the various types of work that may

be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Education & Experience:**

Requires one of the following:

- a) Bachelor's degree in a Human Services related field and 4 years of work experience working directly with low-income families with children in a residential program setting.
- b) Master's Degree in a human service related field and 2 years of work experience working directly with low-income families with children in a residential program setting.
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

### **Also requires:**

- Three years of experience supervising staff and leading a team
- Experience with program management, program development, and planning
- Experience with budgeting and contract monitoring & compliance
- Experience facilitating support groups for children, youth, and adults
- Experience with crisis intervention, conflict resolution, child development and case management services to families with children providing support services, including advocacy-based counseling to victims of domestic violence
- Knowledge of principals of child development, parent education, familiarity with issues of homelessness, domestic violence, child abuse and sexual assault and knowledge of local resources available to assist children, youth and families impacted by these issues

### **Minimum Qualifications**

- Excellent communication skills, both oral and written
- Good organizational and record keeping skills, including the ability to maintain accurate and confidential files
- Excellent problem solving, facilitation and conflict resolution skills and the ability to exercise considerable independent judgment and skill in handling emergency situations
- Ability and willingness to work individually in a self-directed manner and as part of a team. Ability to promote teamwork among staff
- Basic knowledge of computer software (Microsoft Word and Outlook)
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Positive work ethic, willingness, and ability to allow for a flexible schedule, including being on-call 24 hours a day one week per month

- Valid driver's license and willingness to drive program van as needed throughout King County
- Experience providing services to victims of domestic violence, trauma, child abuse and homelessness.

**Anti-Racism Initiative (ARI) Expectations:**

- Foster discussion and learning among staff to better understand and dismantle institutional racism
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations

**Physical Demands/Working Conditions:** This position works in a semi confidential DV Shelter and Transitional Housing Program, 80% of the time in the office and 20% in the field. Time in the office is 20% computers, 50% meetings, and 10% phones. Work may be interrupted by the immediate needs of a participants in crisis. Work involves physical movement throughout a Shelter/Transitional Housing program and the ability to climb 4 flights of stairs. Position requires employee to lift/carry 15-30 pounds seldom, and push/pull 10-20 pounds seldom. The position has the ability to sit or stand.

**Solid Ground is an equal opportunity employer committed to workplace diversity, equity, and inclusion. We do not discriminate based on sex or sexual orientation, gender, age, race, ethnicity, religion, marital status, national origin, disability, or veteran status.**

**Survivors of domestic violence are encouraged to apply.**