



## JOB DESCRIPTION

**JOB TITLE:** Domestic Violence Program Director

**DEPARTMENT:** Housing/Broadview Shelter

**SUPERVISOR:** Sr Director of Programs

**STATUS:** Exempt

**FTE:** 1.0

**SALARY GRADE:** 108

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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 built 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. 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.

**JOB SUMMARY:** Broadview is a Domestic Violence department which includes a 24-hour facility providing emergency shelter (10 units), transitional housing (21 units), and support services to women, children and youth whose lives have been disrupted by family violence. These families also frequently struggle with substance use, inadequate medical and mental health care, long periods of family separation, child abuse and neglect, and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

The DV Program Director is responsible for overseeing operations of all services, including supervision of the 24-hour staff team and development and oversight of the department budget. The Director is

also part of the on-call team evenings and weekends one to two weeks per month and provides back up support to supervisory on-call staff as needed. On-call coverage includes determining program staffing levels, providing staff supervision, and responding to emergency personnel including law enforcement, emergency medical providers and the fire department during client and building emergencies.

### **ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:**

- 25% Provide leadership, oversight and support to facilitate day-to-day operations, strategic planning and delivery of services within Broadview – including the emergency shelter, transitional housing, children and youth programs, and other support services. Oversee all administrative and other functions related to running and maintaining the department. Develop and monitor policies to ensure 24-hour staffing and service provision and compliance with all contracts. Develop contracts or MOU with on-site service providers.
- 20% Ensure program quality and sustainability by developing annual goals and outcome-based performance measures in response to community and program needs. Work closely with Program, supervisory and Management staff to ensure implementation. Develop and implement evaluation methods utilizing resident and staff input. Identify needs and work with Senior Director of Programs to enhance program operations as needed.
- 10% Develop collaborative relationships with other organizations to maintain and increase support of Broadview programs and residents. Represent Broadview in relevant community forums, coalitions and planning processes. Make presentations to local audiences around program accomplishments and issues.
- 20% Hire, train, supervise and evaluate Broadview leadership staff and support them in their supervision of client facing staff. Determine work assignments and work schedules to most effectively meet the needs of the 24-hour facility. Provide necessary staff support through regular meetings and identify trainings and workshops to enhance staff skills. Mediate concerns that arise between programs.
- 10% Participate in Solid Ground management team to develop agency wide goals and systems. Participate in program meetings and relevant trainings as required.
- 10% Develop budgets together with manager(s) for Broadview, including emergency shelter, transitional housing, client services, and facility budgets, and monitor regularly to ensure expenses are within budgetary guidelines. Facility budget will require collaboration with Solid Ground Operations team. Assist Resource Development staff in the development of grant proposals and/or fundraising activities for program, including leading on-site presentations and tours with potential and current funders. Develop and negotiate service contracts with various funding sources.

- 5% Foster an atmosphere of support and safety for residents, staff and volunteers, including de-escalating potentially violent situations and responding to client grievances. Provide backup assistance including crisis intervention, advocacy based counseling and other support services. Work with Solid Ground Operations team to help maintain order and security in the buildings and communicate/enforce program policies and procedures.

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 and EXPERIENCE:**

Requires the following:

- a) Seven years of direct social service experience, including at least four years working in domestic violence and three years providing supervision of advocacy to victims of domestic violence within a domestic violence agency.
- b) Bachelor's degree in social work or a related field.

Also requires:

- Four years experience in program management and development.
- Four years of experience supervising staff.
- Three years experience in financial management, contracting and budgeting.
- Experience coordinating and/or providing training for staff and volunteers.
- Four years experience with crisis intervention, conflict resolution, child development and case management services with women and children and with providing advocacy-based counseling services to victims of domestic violence.
- **A minimum of 50 hours of training in domestic violence and advocacy in the previous three years.**

### **MINIMUM QUALIFICATIONS:**

- Demonstrated planning, program development and problem-solving skills.
- Ability to read, analyze and interpret general technical procedures, financial information, and government regulations.
- Excellent communication skills, both oral and written, including the ability to write reports, business correspondence, and procedural manuals.
- Excellent organizational abilities, initiative and attention to detail.
- Excellent facilitation and conflict resolution skills and ability to exercise considerable independent judgment and skill.
- Demonstrated ability to incorporate trauma informed practices.
- Proficient knowledge of computer software Microsoft 365 (Microsoft Word, Excel, Access and Outlook)

- Positive work ethic, willingness and ability to allow for a flexible schedule including on-call after work hours to respond to emergencies and provide backup support for counselors and to cover counseling shifts as necessary.
- Ability to work individually in a self-directed manner and as part of a team. Ability to promote teamwork among staff.
- 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.
- Familiarity with issues of domestic violence, homelessness, child abuse and sexual assault, and knowledge of local resources available to assist households impacted by these issues.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.

**PHYSICAL DEMANDS/WORKING CONDITIONS:** This position works in a crisis shelter environment, 90% of the time in the office and 10% in the field. Time in the office is 30% computers, 30% meetings, and 10% phones. Work may be interrupted by the immediate needs of a client in a crisis. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs. Position requires employee to lift/carry 15-30 pounds rarely, and push/pull 10-20 pounds rarely. Position has the ability to sit/stand as needed.

**Hours & Compensation:** This is a full-time position, salary range is \$90,700.00-\$136,501.00, plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***