

Title:	Domestic Violence Coordinator
Hours:	Up to 40 hours per week
Wage Range:	\$26.92 to \$35.56 per hour
Supervisor:	Executive Director
Exempt Status:	Non-Exempt

Job Summary:

The DVS program provides counseling, legal assistance, emergency shelter, housing, financial planning and job search assistance, food, clothing and transportation for survivors of domestic abuse and their children. Under broad supervision, the Domestic Violence Coordinator provides program management supervision and works directly with clients and their children at the emergency shelter as well as within the community. Services to clients including the 14 shelter-based standards set by California law.

Supervisory Responsibilities:

- Oversees the ongoing operations of the Domestic Violence program
- Assist staff in problem solving and service delivery
- Provide orientation of job duties and evaluation of job performance to new employees supervised
- Prepares evaluations for all staff supervised
- Ensures staff are familiar with fiscal and administrative policies and procedures
- Maintain effective communication with staff through regular meetings and personal contact
- Responsible for ensuring staff remains familiar with all emergency procedures for fire or other emergencies
- Responsible for ensuring all supervised staff remains aware of policy and procedure changes
- Ensure that new staff are trained within the 3 month requirement
- Ensure that DV training includes training partners

Duties/Responsibilities:

- Responsible for day to day overall management of the Domestic Violence program including brainstorming solutions, providing input and advise, and dealing with problems in service delivery
- Accountable for working with their supervisor to ensure the program complies with all fiscal, administrative, and operational requirements as required by the funding sources
- Works with their supervisor to ensure high quality of services provided and high client satisfaction
- Works with Program Resource Developer to prepare all client and program statistical data and narratives required by contract
- Provide effective leadership by being actively involved in programs and services
- Promote regular and ongoing opportunities for all staff to give feedback on program operations
- Submit bimonthly reports to the their supervisor detailing program accomplishments, proposed changes, obstacles and financial data as requested
- Develop and implement long-range service goals for the Domestic Violence program
- Oversee planning and implementation of schedule for staff
- Ensures the program complies with all fiscal, administrative, and operational as required by the funding sources
- Ensures outreach to outlying areas
- Provides in-service training and technical assistance to other agencies, organizations and community groups as needed
- Ensures that clients receive information regarding DV services within 24 hours of initial phone call
- Ensures proper implementation of case plan for all program clients
- Ensures all paperwork and files are complete and correct
- Works consistently with other agencies to provide services for families
- Responsible for developing and ensuring the implementation of all required training and outreach requirements
- Responsible for working with Sierra Safe to meet their needs for client service delivery
- Ensure that support groups occur regularly throughout the year

- Responsible for ensuring program meets all State and Federal guidelines
- Ensure that all program activities operate consistently and ethically within the mission and values of PRS
- Attend meetings as needed/required
- Helps ensure a safe working environment for staff and clients
- Act as a mandated reporter of child abuse while performing job responsibilities
- Other duties as assigned

Required Skills/Abilities:

- Above average level of proficiency in Word, Excel, PowerPoint, Publisher and Internet email
- Above average level of proficiency in Google suite of products
- Above average proficiency in data entry
- Excellent writing and communication skills
- Ability to complete all required paperwork and data entry
- Ability to learn resources available
- Ability to pass background clearance including fingerprints

Education and Experience:

- AA in human service field OR High school diploma or equivalent and 2 years' experience in a comparable position
- 3 years' experience providing domestic violence services or similar experience
- 1 year experience with public relations including public speaking and marketing
- 1 year experience supervising staff
- 2 years' experience with record keeping
- 3 years' experience providing case management and monitoring

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Some driving required to out of area trainings, meetings, etc.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.