



# Position Description

<b>Approved Payroll Title</b> Empowerment Center Director		<b>Type</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	<b>Effective Date</b>	<b>Prepared By:</b>
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		<b>Employee Number</b>	<b>Salary Rate</b> Starting at \$50,000	
<b>Employee Name</b>		<b>Current Payroll Title</b>		
<b>Program Name</b>		<b>Work Location</b> Empowerment Center	<b>Working Title (If Different)</b>	
<input checked="" type="checkbox"/> <b>New Hire</b> <input type="checkbox"/> <b>Reclassification</b> <input type="checkbox"/> <b>Update Job Description</b> <input type="checkbox"/> <b>Yearly Evaluation</b>				
<b>Reports to</b> Chief Executive Officer				
<b>Position Summary:</b> <ul style="list-style-type: none"> <li>Responsible for the overall mission/vision and delivery of programming based on MDDHS-DVS guidelines.</li> <li>In collaboration with the team supports a culture of trauma informed care and empowerment for both guest, clients and staff</li> <li>In collaboration with the Asst. Director, Coordinates the day to day operations of all center services including the oversight and supervision of the 24-hour emergency center (including staffing, building and grounds) and 24-hour crisis line in compliance with all accreditation, regulatory, and funding requirements.</li> <li>Ensures the EC maintains accurate data for reporting requirements.</li> <li>Represents the program in the community and is the liaison with community partners.</li> <li>Participates in all fundraising activities</li> </ul>				
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>Directly supervises the assistant director and advocate team for both SA and DV.</li> <li>Ensures the training and supervision staff, interns and volunteers, as mandated by contract and HR policies .</li> <li>Responsible for providing client direct services, as needed</li> <li>Responsible for providing individual outreach to survivors of domestic violence and sexual assault, as needed.</li> <li>Responsible for ensuring the following services are provided to residential and non-residential clients as appropriate:               <ul style="list-style-type: none"> <li>Support groups</li> <li>Life skills workshops</li> <li>Treatment</li> <li>Advocacy</li> <li>Case management</li> <li>Crisis intervention</li> <li>Transportation</li> <li>Safety Community Outreach</li> </ul> </li> <li>Ensures the program operations utilizing "Empowerment Model" as required by contract.</li> </ul>				



# Position Description

- In collaboration with finance, assists with grant management for the Empowerment Center.
- Collaborate with Administration to ensure that program is delivered in accordance with agency's mission, vision and goals and priorities as indicated in the Board of Directors.
- Responsible for ensuring safe coverage at the shelter, and on-call
- Ensuring the hotline have qualified, trained staff.
- Ensures accurate data collection and reporting is delivered on-time and to the appropriate portals.
- Coordinates/oversees staff development and training.
- Must be able to maintain professional boundaries.
- Responsible for managing and submitting grant data and fiscal reporting
- Will obtain and maintain CPR and MANDT.
- Will attend all required trainings, such as, the New Service Provider Training.
- Recommend and participate in the development of new programs, as needed.
- Represent agency to other organizations as assigned.
- Other duties and responsibilities as assigned.

## **Qualifications:**

- Previous experience providing DV/SA services in a like setting
- Good verbal and written communication skills.
- Good organizational skills.
- Ability to communicate with people from diverse cultures.
- Knowledge of services available within the community.
- Current knowledge of Domestic Violence and Sexual Assault issues.
- Knowledge of and sensitivity to domestic violence, child abuse and neglect, and sexual abuse, is required.
- Ability to use Information Technology, including the Internet, social media, and Microsoft Office Suite software.
- Willingness to learn required program software applications.
- Ability to enter progress notes and statistics via computer.
- Flexible to perform duties and responsibilities during normal business hours and when needed, early mornings, evenings and weekends.

## **Minimum Education and Experience:**

- Master's Degree (preferred) or Bachelor Degree in human service or a related field.
- Prior work experience working within victim services field providing peer advocacy and crisis intervention work with youth and adults required.
- Past supervisory experience and demonstrated leadership skills.

## **Special Conditions of Employment:**

- Valid Driver's License, a working motor vehicle, and proof of current vehicle insurance.
- Undergo and successfully pass a background check
- Must have the ability to work a flexible schedule including some evenings, weekends and holidays, as necessary.



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## Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section "F" for frequently; "O" for occasionally; "N" for not at all.

### PHYSICAL

On the job, the employee must:

- ( F ) Bend
- ( F ) Sit
- ( O ) Squat
- ( F ) Stand
- ( O ) Crawl
- ( F ) Walk
- ( F ) Climb
- ( F ) Push/Pull
- ( O ) Kneel
- ( F ) Handle objects (manual dexterity)
- ( O ) Reach above shoulder level
- ( F ) Use fine finger movements
- ( ) Other \_\_\_\_\_

- Must carry/lift loads of
- ( F ) Light (up to 25lbs)
  - ( O ) Moderate (25-50lbs)
  - ( O ) Heavy (over 50lbs)

### MENTAL

On the job, the employee must be able to:

- ( F ) Read/comprehend
- ( F ) Write
- ( F ) Perform calculations
- ( F ) Communicate orally
- ( F ) Reason and analyze
- ( ) Other

### ENVIRONMENTAL

On the job, the employee:

- ( O ) Is exposed to excessive noise
- ( O ) Is around moving machinery
- ( O ) Is exposed to marked changes in temperature and/or humidity
- ( O ) Is exposed to dust, fumes, gases, radiation, microwave
- ( O ) Drives motorized equipment
- ( O ) Works in confined quarters
- ( ) Other: