

Position Posting: Family Justice Center Director

Position Title: Family Justice Center Director

Classification: Exempt status

Reports to: Associate Director

Hours Per Week: Business hours, with flexibility around evenings and weekends required

Posting Date: October 22, 2018

Anticipated Start Date: mid-November 2018

Safe Homes of Orange County is a not-for-profit 501(c) (3) located in Orange County, NY, which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, and Sullivan County non-residential programming.

Safe Homes of Orange County seeks a Family Justice Center Director who will be responsible for the overall management of the Family Justice Center (FJC) operation. This position will ensure effective and efficient provision of services in a manner that is consistent with the mission and philosophy of the agency as well as ensure strong working relationships with all FJC partner agencies.

Duties & Responsibilities shall include but not be limited to:

- Oversee all aspects of services provision within the Family Justice Center including the collaboration with Legal Services of the Hudson Valley, ensuring adequate coverage for the FJC, hotline (business hours), and client advocacy needs.
- Act as a liaison with outside agencies within 280 Broadway, coordinating meetings with partner agencies to improve interagency communication and develop cross training for staff.
- Provide regularly scheduled supportive supervision, and ensure performance reviews and assignment of responsibilities to FJC staff including: FJC Advocate, Court Advocates, Bilingual Advocate, Law Enforcement Liaison, Port Jervis Advocate, Community Educator and Youth Educators.
- Facilitate monthly staff meetings and case conferencing.
- Work closely with the Associate Director and other senior staff members on all agency matters, including operations and policy matters, budgeting, grant writing, resource development, strategic planning, and external affairs.
- Conduct trainings, conferences, and workshop presentations on topics related to domestic violence, human trafficking, racism, sexism, homophobia, social justice, and inclusivity.
- Participate in media interviews to present Safe Homes programs and to discuss issues related to domestic violence and victimization.
- Participate in task force meetings and coalitions, as assigned.
- Review client files and other program documentation to ensure that agency and reporting/funding standards are met; assist with maintenance and management of the client data program.
- Ensure timely and accurate statistical collection, analysis and grant reporting for agency programs.
- Regularly identify and evaluate program needs, and work with senior staff members to develop and implement appropriate responses.
- Support the recruitment, interviewing, hiring and orientation of agency staff, volunteers and interns.
- Provide on-call support to residential staff outside of normal business hours on a rotating schedule. On-call support may be via telephone or in person.

- Provide crisis intervention and practical assistance, including culturally informed emotional support, and information and referrals, to clients as needed.
- Complete all other duties necessary and assigned in order to provide high quality services to survivors.

Qualified candidates will have:

- Bachelors in related field, Masters preferred. A minimum of 3 years prior management and supervisory experience is essential. Knowledge of domestic violence, victimization, human trafficking and/or women's issues strongly preferred;
- Experience writing grant applications and managing reports for multiple contracts;
- Experience providing supportive supervision, mentorship and coaching to program/agency staff;
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments, maintain organization and meet deadlines;
- Strong communication skills (both written and oral);
- Ability to maintain effective working relationships with others, communicate as needed and exhibit patience and understanding toward client population being served;
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression; demonstrate willingness to gain understanding of issues of oppression, sexual assault, power and control;
- Model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community;
- Ability to lift up to 50 pounds, navigate stairs, and periods of sitting, standing and walking required;
- Experience with Microsoft Word and Excel is preferred;
- A valid, insurable driver's license and transportation is required;
- Spanish language skills a plus.

Salary: Commensurate with experience.

Cover letter with salary requirements and resume required. Please submit via email or fax only to:

Attention: Sarita Green

Email: sgreen@safehomesorangecounty.org

Subject line must read: Family Justice Center Director

Fax: 845-562-2216

No telephone calls please.

Safe Homes of Orange County is a not-for-profit, equal opportunity employer committed to a diverse, culturally sensitive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.

**Due to high volume of responses, it may not be possible to respond to all inquiries.
Selected candidates will be notified for an interview.**