



SKAGIT DOMESTIC VIOLENCE  
& SEXUAL ASSAULT SERVICES

## **PROGRAM DIRECTOR, Shelter & Advocacy Services**

**Classification:** FT Exempt, based on 35 hr./wk.

**Responsible to:** Executive Director

**Annual Salary:** \$50,000—\$60,000 DOE

**General responsibilities:** As a member of the management team, the Program Director is responsible for managing agency direct service programs including the DV shelter, SA services, legal advocacy, CSO, and advocacy systems coordination. The Program Director will assist the ED with personnel management, hiring and evaluations, program development, community relations, program budgeting and fiscal management.

### Program Development & Management

- Manage coverage of and services provided through the 24-hour hotline
- Manage agency domestic violence shelter
- Supervise agency support groups
- Manage Systems Advocacy, High Risk, Legal Advocacy & SA Services Programs
- Coordinate program activities
- Oversee planning, development, and implementation of agency programs, in accordance with agency strategic planning and current best practices in advocacy and prevention
- Stay current with new research and trends in the field to inform program development
- Work with agency Volunteer Coordinator in managing program volunteers

### Personnel

- Monitor and evaluate job performance of program staff and volunteers
- Ensure staff meet their annual training requirements
- Ensure that program staff and volunteers provide high quality, fair, culturally relevant, accessible services to victims of abuse; similarly ensuring that the agency mission and philosophy are followed
- Ensure program staff follow agency policies & procedures
- Conduct regular planning meetings with program staff
- Provide staff with needed guidance, supervision, and training in their responsibilities

### Administration

- Assist Executive Director in updating agency policies and procedures and monitoring compliance with grant requirements
- Ensure that all paperwork, logs, program records, and documentation are maintained satisfactorily and consistently by all supervisees
- Assist Executive Director with grant reports
- Assist Executive Director in on-going preparation for SA Accreditation

### Community Relations

- Represent agency through participation in community groups as designated by the Executive Director
- Must promote Skagit DVSAS in a professional and positive manner at all times

### Other

- Provide advocacy-based counseling, support, and other assistance to victims of DV and SA
- Must complete a minimum of 12 hours of SA
- Perform other duties as assigned

### Qualifications

- Completion of 42 hours of Core DV and SA training
- Two years of experience providing advocacy to victims of DV and SA within a DV/SA agency
- BA in social services related field and 2 years' experience *or* equivalent of both
- At least 2 years of management experience
- Minimum of 50 hours of training on Domestic Violence issues and advocacy within three years prior to starting this position
- Sensitivity and knowledge of the issues regarding domestic violence and sexual assault
- Must believe in an anti-oppression model and be committed to the agency's mission of ending all forms of interpersonal violence
- Ability to work with individuals from diverse economic, cultural and social backgrounds
- Ability to work under stressful conditions and respond to a number of demands simultaneously
- Must have a professional attitude and be able to maintain strict confidentiality
- Ability to work independently as well as be dependable
- Must be flexible and adaptable to changes in the job duties
- Excellent communication, public speaking, and computer skills
- Must have a dependable vehicle, a current and valid WA state driver's license and proof of insurance
- Willing and able to take on-call shifts for 24-hour hotline

*It is our policy and in accordance with our commitment to eliminate discrimination that Skagit DVSAS provide equal employment opportunities and services to whoever seeks them regardless of race, religion, disability, gender, national origin, sexual orientation, age, ethnicity, income, veteran status, or other identifier. I have read and understood this job description*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_