

**INDEPENDENCE HOUSE, INC.
JOB DESCRIPTION**

**Director of Adult, Child, Teen Community Based Services &
Rape Crisis Program**

Independence House encourages applicants of diverse races, all abilities, sexual orientation, and genders to submit application

Hours: 35 Hours

Salary: competitive

Benefits: Health, Dental, Vacation, Sick & 403(b)

Reports to: Executive Director

Supervisory responsibilities are included in this position

This is a key leadership position at Independence House, Inc. (IH) a comprehensive domestic & sexual violence community-based agency and shelter program in Barnstable County that focuses on meeting the unique and cultural needs of survivors and their children. We provide safety, food, shelter, advocacy, counseling homicide victim survivor support and counseling and other resources to assist survivors in rebuilding violence-free lives for themselves and their children. IH is committed to the values of inclusivity, equality, anti-oppression, non-hierarchical structure, and a non-judgmental and empowering work environment. IH works closely with other agencies in the community, to offer a comprehensive network of resources for survivors of domestic and sexual violence and their children and survivors of homicide victims. IH works with these agencies and other community groups to provide education, prevention and training about domestic & sexual violence toward community transformation and change. Please see our website at www.independencehouse.org for more information.

JOB SUMMARY

The Director of Adult, Child & Teen Community Based & Rape Crisis Program Services is responsible for the smooth functioning of the Community Based & Rape Crisis Programs.

SUPERVISION RECEIVED

The Director of Adult, Child & Teen Community Based & Rape Crisis Program Services reports to the Executive Director.

SUPERVISION EXERCISED

The Director of Adult, Child & Teen Community Based & Rape Crisis Program Services provides day to do and scheduled supervision to all Program Counselors, interns, and volunteers, as well as to the two satellite office staff members in Falmouth and Orleans on a regular basis.

MAJOR DUTIES

- Oversees the daily operation of the programs, including scheduling and ensuring adequate coverage.

- Coordinate coverage with other programs in the agency, including Hotline, SafeHome, Rape Crisis

KNOWLEDGE, SKILLS, AND ABILITIES:

- Manage the operational activities of the Child & Teen Programs
- Manage Child & Teen activities at Program sites, including addressing needs of the participating parents and assuring concerns and needs are met within program/state guidelines
- Plan, develop and improve systems and procedures to improve and enhance the quality and effectiveness of all the components of the Child & Teen Programs
- Ensure programs are viable and visible in the community to clients and stakeholders.
- Maintain a consistent caseload of child/teen clients
- Provide intakes, individual, group advocacy/counseling to meet Child & Teen Program needs
- Responsible for meeting units of service goals, and ensure high quality programming and services
- Provide regular supervision of staff of the Child & Teen Programs
- Provide appropriate coaching and/or training to staff as needed for their level of development and experience
- Program development & research
- Coordinate with program staff, Contracts Manager, and Clinical Director to ensure compliance with program requirements – Billing - Data Collection – Reporting
- Effectively supervise all program staff
- Coordinate and manage administrative and operational functions of the programs in collaboration with appropriate staff
- Represent the agency in the community as needed
- Carry a caseload appropriate to the position
- Participate in staff meetings.
- Responsible for overseeing the day-to-day activities of the Rape Crisis and Community Based Programs: review and evaluate Rape Crisis Program policies and procedures
- Provide regular high quality individual supervision of all program staff and satellite office staff; weekly team meetings, supervision, as needed, of program interns and volunteers
- Ensure programs are compliant with RFR requirements and standards
- In collaboration with outreach and prevention program, lead sexual assault awareness activities
- Provide individual counseling, support group co-facilitation, and client intakes as necessary and appropriate to position
- Provide Rape Crisis Counselor trainings to all staff and volunteers as needed
- Schedule in-service trainings to staff and volunteers regarding issues of rape/sexual assault
- Responsible for implementing VAWA Grant deliverables, including monthly and/or quarterly reports regarding statistical information and client service delivery
- Provide community outreach and education regarding issues related to rape/sexual assault
- Attend and participate in Independence House Staff, Supervision, and Management Team Meetings
- Represent Independence House, Inc. at sexual assault related meetings, Jane Doe Sexual Assault Advisory Board Meetings and other community task force and round table meetings as appropriate

- Prepare monthly report to Independence House executive Director regarding Programs activities, statistics
- and Coordinate and oversee monthly meetings with Cape Cod Police Sexual & Domestic Violence Officers & Civilian Advocates
- Responsible for overseeing and implementing program development
- Provide back-up coverage to the hotline as required
- Work within the agency's philosophy, policies, and procedures
- Coordinate employee interview/hiring process for SDV Program and/or satellite offices staff
- Perform other related duties and developmental tasks as required
- Conduct Team Meetings

KNOWLEDGE, SKILLS, AND ABILITIES

- Prior experience in managing a program and supervising staff
- Strong clinical background and commitment to working on behalf of SDV survivors
- Strong knowledge of individual and group counseling techniques
- Ability to coordinate services and manage a program
- Demonstrated knowledge of and commitment to an empowerment approach
- Ability to develop and maintain effective and positive working relationships with staff and community
- Ability to function independently
- Knowledge of domestic violence and sexual assault
- Ability to maintain ethical standards, including ethical and assertive communication
- Commitment to own self-care and supporting staff for their self-care
- Ability to work with culturally and various diversity issues
- Demonstrate a commitment to work with issues of domestic violence and sexual assault
- Demonstrate a commitment to teamwork and high standards of integrity
- Ability to work under pressure and stress
- Ability to make sound decisions in the moment
- Excellent written and verbal communication skills

QUALIFICATIONS

Candidate should have a Master's Degree in Social Work, LICSW/LMHC 3-5 years' experience or Bachelor's Degree in Social Work or related field and 5+ years of experience in the field, or equivalent experience, and experience providing supervision, case management, life skills development, group facilitation and individual counseling. Must have a thorough understanding of professional and personal boundaries, and demonstrate application of such; must be willing to engage in difficult and direct communication and contribute to a healthy positive work culture. Knowledge of community resources, and sensitivity to the needs of sexual & domestic violence survivors, and their children is required. Must be committed to and comfortable with diversity and demonstrate commitment to inclusivity. Must be able to communicate and work effectively with a diverse population of clients and must be able to work effectively as an individual as well as a team member.

PERSONAL CHARACTERISTICS

Must demonstrate ethics in communication and behaviors

Integrity

Positive “can do” attitude

Be dependable and demonstrate a strong work ethic

Passion and excitement for our mission

Commitment to ongoing learning for self and staff

Commitment to supervision

To Be Considered: Please send a resume and a cover letter with salary requirements to:

beckyh@indhous.net

Please write “IH Application- [Your Last Name]” in the subject line.

No phone calls, please.

Independence House, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex, gender identity, marital status, sexual orientation, medical condition, or disability and denial of family medical leave and pregnancy leave. This search is being conducted by Independence House, Inc.