

POSITION POSTING: Collaborative Programs Director

Position Date: October 15, 2021
Position Title: Collaborative Programs Director
Classification: Exempt, Full-Time
Reports to: Associate Director
Primary Worksite: Family Justice Center, Newburgh
Anticipated Start Date: November 29, 2021

Fearless! (formerly known as Safe Homes of Orange County) is a not-for-profit 501(c) (3), 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, Rape Crisis Center, emergency shelters, 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, throughout Orange and Sullivan Counties.

Role Summary:

The Collaborative Programs Director who is responsible for the overall management of the agency's collaborative programs, including the Child Protective Services Domestic Violence (CPS/DV) Collaboration Project, District Attorney Program, Safe Harbors Anti-Trafficking Program, and the Risk Reduction Response Program. Responsibilities include ensuring 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 community collaboration partners.

Duties and Responsibilities (shall include but not be limited to):

Essential Areas of Work

- Oversee all aspects of operation for the agency's collaborative programs including anti-trafficking, child protective services, district attorney, and police agencies.
- Act as a liaison with outside agencies, coordinate collaboration meetings with partner agencies to improve inter-agency communication, and develop cross training for staff.
- Develop policies and procedures to ensure consistency and high quality services for clients.
- Support the recruitment, interviewing, hiring and orientation of agency staff, volunteers and interns.
- Provide training and orientation to all new staff members and periodic refresher trainings as needed.
- Collaborate with management and finance director to prepare grant applications, reports and program evaluations as per funding requirements.
- Represent the agency at assigned meetings.
- Ensure all suspected cases of child abuse and/or neglect are reported in accordance with NYS mandated reporters law.
- Conduct trainings and community presentations related to agency services and victimization, as requested.
- Ensure timely and accurate statistical collection, analysis and reporting for program as required.
- Review client files and other program documentation to ensure that agency and funding standards are met; assist with maintenance and management of client database program.
- Provide crisis intervention and practical assistance to clients as needed.

Program-Related

- Attend and actively participate in regular supervision with Associate Director.
- Provide regular supervision for assigned staff; ensure opportunities for support, coaching and mentorship.
- Actively contribute toward and attend program-specific and agency-wide staff/team meetings.
- Attend and actively participate in webinars, in-service trainings, and external trainings, as appropriate.
- Coordinate, plan and actively participate in awareness month activities and agency events for clients.
- Provide on-call support outside of normal business hours on a rotating schedule. On-call support may be via telephone or in person.
- Proactively monitor the overall condition of the agency's worksite locations and ensure the maintenance of a clean, welcoming environment for individuals accessing services.

Administrative

- Maintain the confidentiality of clients, staff, volunteers, and agency information. Exceptions include information pertaining to child abuse, danger to self or others, or in response to an authorized release of information.
- Adhere to and uphold agency policies and protocols related to the security of electronic client service records.
- Maintain and ensure the highest levels of accuracy in recordkeeping and reporting, ensuring that all client records and documentation work activities are complete and up-to-date.

- Coordinate and compile accurate statistical collection and assigned reporting, including monthly hotlines, program services, national census data and grant applications.
- Ensure timely response and follow up to email communication and voicemail messages.
- Assist in writing grant proposals that support existing and expanding program services.

Organizational Relationships

- Contribute toward fostering inclusive and supportive work environments throughout the agency.
- Work closely and collaboratively with Associate Director and other supervisory staff, as appropriate, to understand and accomplish position responsibilities.
- Work closely and collaboratively with agency staff within the Family Justice Center, residential settings, and collocated office spaces.
- Work closely and collaboratively with community partner organizations while supporting client advocacy needs.

Other

- Other duties as assigned by immediate and/or other supervisors.
- Staff members are encouraged to be flexible and responsive to changes in scope of duties.

Work hours: Full-time, exempt status. Must support staff members throughout all shifts, including weekends and evenings. Flexibility required given 24/7 staffing and on-call requirements.

Requirements:

- 4 year degree and/or experience working with victims of domestic violence, human trafficking and/or sexual assault, and/or experience working with individuals in a human services setting;
- Prior supervisory and program development/management experience strongly preferred;
- Demonstrated experience in collaborating with and among systems to enhance victim safety and offender accountability;
- Experience writing grant applications and reports;
- Ability to work in a fast paced, crisis oriented environment: assess priorities, take initiative, handle multiple assignments, maintain organization and meet deadlines;
- Possess strong communication skills (both oral and written);
- 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 agency 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, battering and sexual assault;
- 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.

Desired: Bilingual/bicultural candidates strongly encouraged to apply.

Conditions of Employment: All jobs contingent upon successful completion of certain background checks which, unless prohibited by applicable law, may include criminal history, employment verification, education verification, DMV checks (for driving positions), State Central Registry, State Exclusion List, and fingerprinting.

NO PHONE CALLS PLEASE.

Applicants may email, mail, or fax resume **with** cover letter, describing your interest in this position.

Subject line must read: Collaborative Programs Director

Email: jobs@fearlesshv.org

Fearless! Hudson Valley is an equal opportunity employer committed to a diverse, culturally inclusive 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.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.