

**Center for Domestic Peace**  
**Children and Youth Services Manager**  
**JOB ANNOUNCEMENT**

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<b>TITLE:</b>	<b>Children and Youth Services Manager.</b>
<b>HOURS:</b>	<b>Full Time, Monday – Friday, 9 – 5, weekends and evenings, as needed.</b>
<b>COMPENSATION:</b> <b>in Nov. 2022</b>	<b>\$70,000 starting, \$80,000 annual salary effective Nov 1<sup>st</sup>, 2022.</b>
<b>BENEFITS:</b>	<b>Vacation, medical, dental, vision, and retirement package.</b>
<b>STATUS:</b>	<b>Salaried/Exempt</b>
<b>START:</b>	<b>Immediately</b>

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\* A training range of \$2,500 - \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

**CENTER FOR DOMESTIC PEACE** is a non-profit organization, in existence now for 45 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

### **SUMMARY**

Bring your program management and staff supervision skills to the Children, Youth and Community Prevention (CYCP) team to further our goal of ending dating and domestic violence in Marin. The Children and Youth Services Manager will ensure that the youth advocacy, therapy, and case management teams are well resourced and equipped to accomplish the following: 1) increase safety and help seeking behavior for dating and domestic violence survivors; 2) provide survivor parents with skills for improving the bonds with their children while healing their families from the effects of domestic violence; 3) embed the C4DP's empowerment model in all advocacy services provided within the department. This will include: supervision of the therapy team and support group facilitators; leading/supporting weekly In This Together therapy groups and overseeing clinical consultation and clinician calendars; training therapists on domestic violence specific trauma therapy; providing senior level advocacy and support to the team working with high-risk domestic violence survivors and their children; and performing accurate and timely

record-keeping and documentation via C4DP's participant Salesforce database and paper files. This position is supervised by the Children and Youth Division Director.

### **PRIMARY JOB RESPONSIBILITIES**

1. Lead and inspire a team of professional advocates and clinicians who are providing intervention and support services for survivors and their children, using a survivor centered approach.
2. Hire, train and supervise the CYCP Case Manager, In This Together Bilingual Administrator and Clinicians, the Empowerment Support Group Facilitators, and the Marin Youth Services Advocate.
3. Oversee and ensure CYCP Division grant deliverables and contracts are being met within timelines on an ongoing basis.
4. Complete grant and contract reports; track and document achievements as they occur, along with follow-up needed.
5. Provide quality control of data tracking on regular basis.
6. Be a sounding board and coach staff towards the goal of increasing help seeking behavior and safety in CYCP's advocacy and therapy teams. Provide senior level advocacy and support to team working with high-risk domestic violence victims and their families.
7. Provide recommendations for updating all supervision practices.
8. Serve as the point person for community partners when issues arise related to CYCP participants and services. Oversee all written communication with external partners on behalf of survivors.
9. Provide case review and manage Title IX and advocacy contracts with local colleges and universities.
10. Deepen relationships with community collaborators and outreach referral sources, supporting the provision of resources to assist with COVID challenges.
11. Conduct public speaking engagements and trainings on dating and domestic violence services and therapy strategies in English and Spanish.

### **REQUIREMENTS**

1. Minimum of a BA/BS required, or 2-4 years relevant experience related to program management and supervision.
2. 2-4 years' experience in progressive nonprofit management with demonstrated success in cultivating, leading, and training work teams, including staff achievements and evaluation.
3. 2-4 years' experience providing services to domestic violence victims and their children, including safely planning.
4. Certified domestic violence counselor. Sexual assault counselor certification a plus.

5. 2-4 years' experience overseeing the completion of grant deliverable in allotted timelines, including writing grant reports and adhering to contracts and Memorandums of Understanding.
6. 2 years' experience working with community partners and local agencies to wholistically support survivors of domestic violence and their children.
7. Familiar with survivor centered, trauma-informed approaches for domestic violence survivors and their children.
8. Familiarity with diversity, equity and inclusion theories and approaches.
9. Ability to work regular weekly evenings and occasional weekends.
10. Excellent communication skills both public speaking skills and written.
11. Excellent computer and documentation skills.
12. Intermediate to advanced familiarity with Microsoft Office Suite, Asana, Zoom platform, and Salesforce.
13. Knowledge of Marin County community resources.
14. In-depth knowledge of, and alignment with, the battered women's justice movement perspective on batterers, abused and at-risk women, youth, and children, and progressive movements to end violence against women.
15. Criminal justice clearance and fingerprinting as required by the organization.
16. Valid California driver's license, auto insurance, and vehicle required.
17. Background check and clearance through DOJ Live Scan fingerprinting required.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL EMPLOYMENT OPPORTUNITY  
EMPLOYER**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training.

**TO APPLY:** Submit current resume with a cover letter to:  
Children, Youth and Community Prevention Division Director  
[mkehoe@c4dp.org](mailto:mkehoe@c4dp.org)

***No Phone Calls Please***