

**Center for Domestic Peace
Emergency Services Director
JOB ANNOUNCEMENT**

TITLE: Emergency Services Director
HOURS: Full-Time, some evenings and weekends
BENEFITS: Vacation, medical, dental/vision package, retirement
COMPENSATION: \$95,000 annually

* Applicants not meeting minimum requirements may be considered with a per annum reduction of \$2,500 - \$5,000 for up to six months while receiving job training.

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 42 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.

POSITION OVERVIEW:

Under the supervision of the Deputy Executive Director, the Emergency Services Director oversees and directs the programs and staff of C4DP's emergency services which include: a 24/7 Emergency Shelter, a 24/7 Bilingual English/Spanish Hotline; and a program for abusers. C4DP is seeking a dedicated, dynamic Program Director who is experienced doing similar work within the Battered Women's Justice Movement, including the following: thrives at building healthy, strong, dynamic, multi-cultural teams able to routinely fulfill job expectations; has effective methods for supervision; has successfully managed grant compliance, deliverables, evaluation and budgets; is skilled at providing staff trainings and sustaining community partnerships and is able to contribute to the development and success of overall organizational goals. The ideal applicant is also skilled in domestic violence survivor defined theory and practice and proficient at providing high level coaching and training to staff on dealing with the complexities and safety issues related to domestic violence intervention work.

PRIMARY JOB RESPONSIBILITIES

1. Provide the leadership, supervision, and oversight of daily operations and programming for C4DP's Emergency Services which include a 24/7 emergency shelter; a 24/7 Bilingual English/Spanish Hotline; and a program for abusers.
2. Supervise the Emergency Services Manager, the ManKind/WomanKind Administrator and the ManKind/WomanKind class facilitators.
3. Responsible for training, supervision, problem resolving, and performance evaluation for all Emergency Services personnel.
4. Responsible for ensuring Emergency Services staff compliance with workplans.
5. Oversee Emergency Services contract, grant and/or government funding compliance and deliverables (including site visits).

6. Approve and monitor budget expenses and provide status reports on all program activities as required.
7. Develop and implement systems and processes to establish and maintain data tracking for the department; updated program manuals and protocols; and updated referral information.
8. Ensure evaluation metrics exist for all Emergency Services; monitor outputs, implement plans and systems as needed for continuous quality improvements.
9. Provide 24/7 back-up coverage of the Emergency Services 24/7 Hotline and Shelter services as needed.
10. Ensure that the C4DP programs for abusers are accountable to the Marin County Probation Department, state law, C4DP's Principles of Operation, and to survivors' safety.
11. Together with the C4DP's Operations Manager, assist with maintenance and improvements of facilities, and coordinate ongoing and emergency repairs as needed. Ensure that safety, health, confidential and security standards/practices are adhered to.
12. Implement regular program trainings to ensure alignment with C4DP's Principles of Operation on domestic violence theory and practice; cultural responsiveness and competency in all programs; and other related priority training areas.
13. Assist with the development and production of training materials and handouts. as needed.
14. Serve as C4DP's Emergency Services liaison with primary referral sources; expand and maintain community partnerships.
15. Provide leadership at the mid-management team level; promote cross-department collaboration and problem-solving; assist with implementation of C4DP's Strategic Directions as set by the Board of Directors.

QUALIFICATIONS AND REQUIREMENTS_

1. Minimum of master's degree or 5 years of experience in a related field.
2. 4 years non-profit program management/supervision with oversight of multi program areas including crisis response.
3. 3 years' experience in the provision of direct services to victims of domestic violence and their children in crisis including individual counseling and group facilitation. Domestic Violence Certification required.
4. Demonstrated and verifiable methods for effective supervision of a diverse work team.
5. Experience designing and monitoring quality control measures for services areas including hotline services.
6. Understanding of peer support models as an effective intervention approach to addressing domestic violence survivor and perpetrator services.
7. Knowledgeable about domestic violence intervention theory and practice in dealing with men who are violent.
8. Excellent understanding of diversity issues and intersectionality with domestic violence; willingness to explore self in relation to those issues; demonstrated ability to build and nurture a thriving, multi-cultural work team.
9. Capacity to role-model principles of survivor defined advocacy, C4DP's philosophy of healthy relationships, and progressive alliance building.
10. Highly skilled in providing staff, collaborator and community trainings.

11. Demonstrated knowledge of Marin County community resources and support systems.
12. Excellent verbal and written communication skills.
13. Well organized, dependable and punctual. Able to prioritize and schedule work assignments. Flexible in meeting changing priorities when required, able to make sound decisions for appropriate and effective results, skill at understanding when to seek help rather than use own judgement.
14. Proven ability to work with groups from diverse backgrounds.
15. Prior experience contributing to the development of a mid-management team and providing leadership for its success.
16. Proficiency with Office 365 applications including MS Word, PowerPoint and Outlook. Experienced in data entry and use of outcomes management software, Salesforce preferred. Ability to successfully supervisor staff's data collection efforts.
17. Background check and clearance through DOJ Live Scan fingerprinting required.
18. Valid driver's license, access to a vehicle during working hours, and auto insurance with a liability minimum of \$100k (per person)/\$300k (per occurrence) required.

**CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE
ACTION 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 the following three documents via email to jobs@c4dp.org :

1. Current resume.
2. Cover letter including a statement about why you are the best fit for this position.
3. Supplemental document including answers to the following questions:
 - i. What is your analysis of why domestic violence exists?
 - ii. From your direct experience in overseeing crisis counseling to end domestic violence with survivors and in overseeing classes for domestic violence abusers, what is your philosophy about offering support services to victims of domestic violence, and intervention services to abusers?