

FIRST STEP OF WICHITA FALLS, INC.

DOMESTIC VIOLENCE AND SEXUAL ASSAULT PROGRAM DIRECTOR POSITION DESCRIPTION

BRIEF OVERVIEW OF POSITION:

Responsibilities include: Manage First Step staff responsible for outreach and prevention programs, event planning, donor relations and marketing. Manage state and federal grant reporting. Onboard and train new staff. Assist with grant writing and reporting. Provides direct support to survivors of domestic violence and sexual assault. Strict confidentiality must be observed as it relates to client information, corporate business, executive decisions and all other personal information learned in the course of this position.

ACCOUNTABILITY:

Executive Director

SUPERVISORY RESPONSIBILITIES: Program Coordinator, Education Coordinator, Professional Trainer.

To Apply: Candidates must submit all of the following:

1. A cover letter. Cover letter must explain specifically, how your experience and education meet the requirements of this position.
2. Resume
3. Completed and signed First Step, Inc. "Job Application" that can be found at: <http://firststep.org/>.

A complete job description for this position can be found at the website listed above. All three items above must be emailed, "**Domestic Violence and Sexual Assault Program Director Position**", to: firststephr@yahoo.com. *No phone calls please.*

ESSENTIAL RESPONSIBILITIES:

1. Non-Shelter programming:

- Responsible for the planning, implementation and evaluation of First Step's non-shelter programs and, provide support to shelter manager to plan, implement and evaluate shelter resident programs to stay in compliance with grants.
- Directly supervises staff including: Education Coordinator, Professional Trainer, and Program Coordinator.
- Responsible with support of Program Coordinator and designated staff, for planning and implementing Domestic Violence Awareness Month and Sexual Assault Awareness Month activities.

- Develops plan for evaluation of non-shelter programs.
- Acts as a resource for direct reports in dealing with clients.
- Attends training opportunities in person or online.

2. Grant Management:

- Provides support to the Executive Director in developing and preparing all grant requests: State, Federal and non-governmental, while considering budget and program needs/requirements.
- Responsible for collection and reporting of client activity and maintenance of client files.
- Compiles and submits accurate monthly/quarterly/annual grant reports.
- Maintains copies of all submitted grants.

3. HR Responsibilities:

- Responsible for onboarding and training of First Step employees.
- Completes new employee orientation within 3 days of hire.
- Completes and submits new hire paperwork accordingly for employees.
- Completes and submits insurance and other fringe benefit paperwork as designated.
- Assists with terminations as needed.

4. Outreach:

- Supports the Executive Director and program staff in maintaining and developing working relationships with the community to increase access to direct services and to prevent sexual assault and domestic violence.
- Assists with coordination of outreach and education within the communities served regarding the availability of services for the victims of domestic violence and sexual assault.

5. Direct Service:

- Provides direct services including, face-to-face and telephone individual intervention services for resident or non-resident child or adult clients.
- Provides information and education to clients and community that includes: batterer's role, role of society in domestic violence and sexual assault, social change needed to eliminate violence.
- Responds to requests for client information from outside agencies including but not limited to CPS, Law Enforcement, etc.
- Is or will become knowledgeable about all services, including but not limited to legal services, community resources and procedures available to victims in communities served by First Step.

6. Other:

- With the Finance Officer and Executive Director, periodically reviews and adjusts budgets and helps compile financial reports.
- Performs other duties as assigned by immediate supervisor.

HOURS:

40 hours per week, some weekend and evening required, plus willingness to be on-call for emergency response.

EQUIPMENT USED:

Computer, internet, fax, printer, copying machine, phone, cell phone, agency van.

QUALIFICATIONS:

- Bachelor’s degree required, Masters preferred in social work or related field.
- Must have professional knowledge of issues related to domestic violence and sexual assault.
- 2-4 years social service program development, implementation and evaluation.
- 2-4 years supervisory/manager experience.
- 2-4 years grant management.
- 1-2 years HR experience.
- Experience entering data and managing databases.
- Intermediate to advanced Microsoft Office suite.
- Ability to make good, independent decisions.
- Flexibility, personal integrity, and ability to develop an atmosphere of productive team work.
- Ability to maintain complete confidentiality of information in all employee and client matters.

Approved Position Description:

Executive Director	Date

By signing below, I acknowledge that I have read and understood this job description and am able and willing to perform all functions as described.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Printed Name and Title

Date

Supervisor Signature

Date

First Step, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.