

**Center for Domestic Peace
JOB ANNOUNCEMENT**

Job Title: Manager of Emergency Services
Hours: Monday – Friday, 9-5 pm and some weekends/evenings
Compensation: \$70,000 salaried
Benefits: Yes: vacation, medical/dental package plus retirement benefits
Union: No
Training Rate: A training range of \$65,000 to \$70,000 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 40 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.

We are looking for a dynamic individual to lead and manage our emergency response system for victims of domestic violence, including our two hotlines, safe house, and a team of 6-8 employees. If you are a manager and leader with a keen interest to work with us to stop domestic violence and to provide healing and safety for others, and have the required qualifications, contact us today.

PRIMARY JOB RESPONSIBILITIES

Under the direct supervision of the Director of Emergency Services, the Manager of Emergency Services is responsible for the day-to-day operations and provision of two hotlines, one English the other Spanish, for domestic violence victims and their children as well as our 30 bed residential facilities. The Manager will oversee the following: supervision of advocacy and counseling teams for hotline and residential services; supervision of all programming, including goal planning, weekly support, educational and problem solving groups, and child-centered and family recreation activities; provision of advocacy for guests in medical, legal, social service and other settings; provision of accompaniment services for guests; conducting intakes from specified locations in Marin County; and is a member of the Supervisor's Team and the Emergency Response Team.

1. Lead and supervise two emergency hotlines and safe house services.
2. Hire, orient, train, and supervise a team of 6-8 team members. Provide on-going skill development/enhancement and evaluations.
3. Provide ongoing coordination and back-up support to advocacy team which consists of full time, part time, on-call and volunteer advocates.
4. Member of the organization's Supervisor's Team, which reviews the managerial processes to maintain consistent leadership and structure.
5. Lead advocacy team meetings to assess participant progress and feedback, and make modifications as needed.
6. Investigate and resolve complaints as requested by Director of Emergency Services.

7. Maintain and develop on-going working relationships with Marin County and other relevant Bay Area community agencies and resources.
8. Supervise the development of opportunities for all families to exchange resources, provide mutual support and participate in recreational activities together.
9. Monitor safety and security practices and confidentiality protocols.
10. Maintain working knowledge of government funding applications and grant awards, including special provisions and managing deliverables to successful completion.
11. Uphold and ensure compliance with personnel policies and procedures.
12. Assist with progress reporting. Develop and maintain record keeping and data tracking in accordance with funding requirements, inclusive of program statistics and program reports.
13. Attend Staff/Supervisory meetings as required.

QUALIFICATIONS AND REQUIREMENTS

1. Bilingual in English and Spanish.
2. Minimum of a relevant BA/BS and/or 4 years of related educational experience.
3. 4 years' experience in progressive non-profit or related management including coordination, supervision, strategic planning and data tracking.
4. 40-hour Domestic Violence Counselor certification from a domestic violence shelter organization
5. 2 years' team leadership experience.
6. 2 years' experience in crisis intervention and counseling for domestic violence survivors.
7. Demonstrated ability to cultivate, nurture, inspire and train work teams.
8. Capacity to role-model principles of survivor defined advocacy, C4DP's philosophy of healthy relationships, and progressive alliance building.
9. Excellent public speaking skills and communication skills.
10. Demonstrated in-depth knowledge of, and alignment with, the Battered Women's Justice Movement perspectives on batterers, abused and at-risk victims, youth, and children, and progressive movements to end violence.
11. Understanding of the peer support modes and C4DP's feminist analysis of domestic violence.
12. Previous experience working with populations marginalized by cultural, linguistic, age, and sexual-orientation barriers.
13. Demonstrated knowledge of Marin County community resources.
14. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm and participation.
15. Computer skills: comfortable with Microsoft Office 2010 suite with ability to learn new software, as needed.
16. Valid driver's license and auto insurance with liability minimum of \$100k (per person)/\$300k per occurrence), and access to a car during working hours.
17. Flexible work schedule.
18. Must be able to lift 30 lbs. Some heavy lifting of donations, household, and/or other items.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY AND 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 current resume with a cover letter to (no calls please)
Graciela Rodriguez, Director of Emergency Services
grodriguez@centerfordomesticpeace.org