



**Position Description**

<b>Position Title: Children’s Program Director</b>	<b>Supervisor: Associate Executive Director</b>
<b>Department: Community Program</b>	<b>Full- or Part-Time: Full-Time</b>
<b>FLSA Status: Exempt</b>	<b>Starting Salary: \$55,000-\$61,000</b>
<b>Position Code:</b>	<b>Revision Date: November 2019</b>

**Position Summary**

The Children’s Program Director has primary responsibility for the development, implementation, maintenance, and assessment of the children’s program and associated services at Safe Passage. The Children’s Program Director establishes and maintains standards of practice for all staff and volunteers serving child and youth survivors, provides direct services and support to children and youth who have experienced or witnessed domestic violence, and provides similar care and support to non-offending parents or caretakers. The Children’s Program Director works in collaboration with other program directors to establish and maintain consistency of practice across the agency, and with all direct service staff to provide service to survivors of all identities. The Children’s Program Director oversees administrative aspects of the Children’s Program and contributes to program evaluation, development of policies, procedures, and practices, funding requests, and funding reports.

**Essential Functions**

*Programs & Associated Services*

- Proposes, plans, implements, maintains, and evaluates Safe Passage’s children’s program and services to children, youth, non-offending parents, and other family members/care-givers who are experiencing or have experienced domestic violence, including individual and group services provided on-site, in the community, or via telephone or other technology.
- Serve as primary internal clinical consultant on the therapeutic needs of children, youth, and parents who have experienced domestic violence.
- Provide individual, family, and group therapeutic interventions to child survivors and their non-offending family members.
- Provide systems advocacy and community referrals for children, youth, and families, including serving as primary agency contact with the Massachusetts Department of Children and Families (DCF).
- Provide support services to non-offending parents as needed, including parenting support and education.
- Provide appropriate interface to offending parents as needed when offending parent has legal custody of minors receiving services from Safe Passage.

- Work cooperatively with the Director of Finance and Administration, Associate Executive Director, and other managers to prepare and manage annual program budgets and timelines.
- Ensure the implementation of agency policies and procedures.
- Assures that all services provided by paid staff and volunteers meet the criteria and qualifications for counselor privilege according to MGL 233 Section 20(K).
- Provide routine on-call coverage and crisis intervention, during the regular workday and overnight, and on weekends and holidays, in rotation with other direct service staff.

#### *Community Connections and Engagement*

- Represent Safe Passage in efforts to coordinate and improve the availability and accessibility of integrated support services for children who have been exposed to domestic violence
- Participate in community task forces, coalitions, and committees.
- In strong collaboration with the Community Engagement Department, establish, strengthen, maintain, and document service-based collaborations with allied organizations serving children, youth, and families, consistent with agency strategic priorities.
- Develop and strengthen agency referral network to respond to clients' needs including with particular focus on the needs of children, youth, and families.
- In strong collaboration with the Community Engagement Department, conduct outreach and training related to Safe Passage services and domestic violence prevention and education as it relates to children, youth, and families.
- Provide task specific support and supervision to volunteers providing childcare in Safe Passage's shelter and community programs. Create a supportive and welcoming environment for volunteers serving the children's program.

#### *Administration & Staff Management*

- Oversee the collection and maintenance of client records for service provision, program evaluation and reporting purposes in accordance with Safe Passage's confidentiality and privacy policies.
- At the direction of senior management, recruit, interview and select program staff.
- At the direction of senior management, onboard, supervise, coach, and evaluate program staff including the establishment and maintenance of a performance management process.
- Contribute to program development, grant application content, and grant reporting to ensure the continuation of programs and services.
- Monitor and approve all budgeted program expenditures in accordance with the annual program budget.
- Prepare reports for management, board, and funders regarding program performance.
- Collaborate with other managers and directors to ensure consistency of program standards and agency policy compliance across the agency.

### Work Hours

This position is 35 hours per week, generally M-F, 9-5. Occasional evening and weekend commitments will be required. The Children's Program Director participates, with other staff, in a rotation to provide on-call, off-hours back-up and on-site response to the Emergency Shelter program.

### Hiring Requirements

**Education:** LCSW, LICSW, LMHC or similar licensure required.

**Years of Experience:** Minimum of five years experience providing counseling and/or crisis intervention for children, youth, and families.

#### **Knowledge, Skills & Abilities:**

##### *Required*

- Knowledge and understanding of the developmental impact of domestic and sexual violence across the lifespan and the impact of domestic violence on the parent-child relationship.
- Knowledge and understanding of child development.
- Multicultural awareness and cultural humility, especially as it relates to family and parenting.
- Knowledge and understanding of the various micro, mezzo, and macro level issues affecting both children and parents/caregivers
- Skills and experience in providing individual and group trauma-informed therapeutic interventions
- Ability to advocate effectively on behalf of clients using a multicultural empowerment model
- Commitment to equality and social justice.
- Experience working in a diverse, multicultural workforce.
- Extensive knowledge of community resources, including basic needs, housing, education, school systems, early Intervention, WIC, pediatricians, community mental health and culturally-specific services.
- Previous responsibility for department budget.
- Demonstrated success in personally building, developing, and retaining strong, positive relationships with staff, clients, and organizational partners.
- Proficiency in oral and written communication, collaboration, and organization.

##### *Preferred*

- Bilingual skills (Spanish and English)

**Tools & Technology Requirements:** Proficiency in computer/technology

## About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

### Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

For more information about Safe Passage and domestic violence, visit our website at [www.safepass.org](http://www.safepass.org).

### Expectations of all employees

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage's mission and principles of diversity and inclusion
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

## Benefits

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We are advocates for self-care and work-life balance, and our compensation package reflects this. Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage's personnel policies and relevant state and federal laws.

## Application Instructions

**To Apply:** Send cover letter and resume to [spjobs@safepass.org](mailto:spjobs@safepass.org) with the subject line of "Children's Program Director." Applications will be prioritized through December 9, and on a rolling basis thereafter until the position is filled.

<b>Estimate of Physical, Environmental and Cognitive Requirements</b>				
<b>Physical / Environmental Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Lifting under 40 lbs.	x			
Lifting over 40 lbs.	x			
Dusty Environment	x			
Cramped Quarters	x			
Using Oil or Chemicals	x			
Standing		x		
Climbing Ladders	x			
Uneven Surfaces	x			
Exposure to Fumes/ Orders	x			
Exposure to Heat / Cold Temps	x			
Working Inside and Outside	x			
Climbing Stairs	x			
Sedentary Work			x	
Typing / Data Entry/ Computer			x	
Stooping	x			
Driving	x			
Walking	x			
Walk on Wet, Uneven, Slippery Surfaces	x			
Potential Exposure to Infectious Diseases	x			
Protective Equipment Required	x			
Phone Communications	x			
Bending	x			
Twisting Neck	x			
Bending at Waist	x			
Crawling	x			
Working in Confined Space	x			
Simple hand grasping 1 or both hands	x			
Fine manipulation 1 hand	x			
Fine manipulation both hands	x			
Repetitive Movement: Hand, Arms	x			
Reaching below shoulder height	x			
Reaching above shoulder height	x			
Repetitive movement: foot	x			
Kneeling	x			
Hearing	x			
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	x			
Reaching/Pulling/Pushing	x			
Acuity, Far – Clarity of vision at 20 feet or more	x			

Acuity, Near – Clarity of vision at 20 inches or less		x		
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.	x			
<b>Physical / Environmental Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.	x			
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	x			
Color Vision – Ability to identify and distinguish colors.		x		
<b>Cognitive Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Communications Oral			x	
Communication Written			x	
Mechanical Concepts	x			
Interpreting Skills		x		
Implementing		x		
Evaluating			x	
Organizing		x		
Consulting			x	
Analyzing			x	
Presenting			x	
Supervising		x		
Ability to Deal With:				
● Stressful situations			x	
● Trauma, grief, death			x	
● Public Contact			x	
Decision Making			x	
Work with Others			x	
Work Alone			x	
Concentration			x	
Comprehend and follow instructions			x	
Relate to Others			x	
Perform complex or varied tasks		x		