



Posting Date: November 1, 2024

Position Title: Director of Comprehensive, Advocacy & Support Services

Classification: Full-time, Non-exempt

Location: In-person – Rockland County, NY – New City, NY

Reports to: Director of Community Engagement for Racial & Gender Justice & Social Change

Anticipated Start Date: ASAP

The Director of Comprehensive, Advocacy & Support Services (CASS) at Center for Safety & Change is responsible for the overall leadership, planning, strategy and management of the non-residential comprehensive advocacy and support services department. This is a direct service managerial position that requires experience with crisis intervention, victim advocacy, supportive counseling, and providing support to staff as well as for providing direct services to survivors of domestic violence, sexual assault, and human trafficking and other crimes. This position requires continuous and supportive interaction with victims and survivors.

This is a direct service, full-time 35 hours per week exempt position. The position requires working with victims and survivors of domestic violence, sexual violence, human trafficking and other crimes. The Director of Comprehensive, Advocacy & Support Services reports to the Senior Director of Advocacy & Support Services.

The Director of Comprehensive, Advocacy & Support Services position is located primarily at the non-residential site and requires working at least two evenings and two early mornings per week and flexible hours when needed.

Spanish fluency (speaking, reading and writing) is required.

YOU'LL BE RESPONSIBLE FOR...

- Provide supervision, oversight, professional support and direction to the non-residential Advocates and police liaison collaboration, as well as to hotline volunteers. Supervision includes individual and group meetings.
- Answer hotline calls and provide crisis intervention by phone and in-person to victims of domestic violence, sexual assault, human trafficking, and other crimes, as needed.
- Provide safety planning to victims; provide information and referrals to clients and advise them on options regarding safety and additional services.
- Provide advocacy and accompaniment on behalf of victims with criminal justice system, DSS, housing agencies (including emergency shelter), medical and mental health providers.
- Provide crisis and short-term supportive counseling to victims.
- Provide advocacy and accompaniment to police departments, probation and to court, as needed.
- Provide and co-facilitate group supervision for facilitators.
- Coordinate on call coverage for sexual assault program.
- Participating in the on-call rotation: providing on-call coverage for sexual trauma cases (one day every week, 2-3 weekends per quarter, and 2-3 holidays per year).

YOU'LL BE RESPONSIBLE FOR (CONT.)...

- Provide hotline and advocacy training and ongoing support to advocates and volunteers.
- Responsible for assisting victims with completing and submitting OVS applications through OVS portal.
- Provide weekly supervision of department advocates and co-facilitate department meetings.
- Promote positive relationships with law enforcement and the Center's advocates to provide quality services for all crimes victimization.
- Ensure appropriate staff coverage for DV support groups, hotline/walk-ins.
- Responsible for monthly and quarterly reports and narratives and to ensure the department is meeting grant objectives.
- Assist as needed with the drafting and preparation of grant applications and reports.
- Ensure that victim information and services are entered accurately and in a timely manner in Apricot client database; provide follow-up training and support to staff on data entry, as needed.
- Attend support group supervision.
- Attend supervision, staff and department meetings and trainings.
- Attend all agency-required trainings, including but not limited to a weeklong onboarding training at the Residential Shelter, a two-day Getting to the Root, and a 12-week DV Advocate training and Rape Crisis Counselor training and weekly staff trainings.
- Participate in required professional development and training opportunities.
- Other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Bachelor's degree with 3+ years of experience working with victims of domestic violence, sexual assault, human trafficking and/or crime in a multidisciplinary setting preferred associate's degree in psychology, criminal justice, sociology, counseling, women studies or a related field, plus 5+ years of related experience required.
- Must have strong organizational skills.
- Possess strong communication skills (both verbal and written).
- Bilingual skills a plus.
- Ability to work in a fast paced, crisis-oriented environment: assess priorities, take initiative, handle multiple assignments and meet deadlines.
- Ability to work collaboratively in a multi-disciplinary environment.
- Knowledge of criminal justice system and courts.
- Requires flexible hours including some early mornings and evenings (at least two evenings).
- While performing the duties of this job, the employee must possess the ability to communicate with clients, staff and others. Some occasional lifting may be required (please speak with Human Resources to request accommodation).
- Valid driver's license and reliable, insured transportation a must.

YOU'LL BE SUCCESSFUL IF... As a passionate advocate for social justice, you adopt an anti-racist and anti-oppression lens to understand gender-based violence. You recognize that victims and survivors come to the Center while navigating different structural and social injustices that affect their experiences of survivorship. You also understand that this work requires an ongoing commitment to developing the language and tools we need to undo institutional oppression. You are flexible and work well as part of a team and independently. You have excellent time-management skills and a demonstrated ability to multi-task. You are accountable for doing what you say you are going to do.

TEAM OVERVIEW: The Center's Director of Comprehensive, Advocacy & Support Services is a key position within the Support Staff and Operations team. The Director of Comprehensive, Advocacy & Support Services works closely with our colleagues in all the other departments, providing a holistic range of supports for individuals and families experiencing domestic violence, sexual assault, human trafficking and other crimes. This position furthers the Center's mission in accordance with our mission, values and vision.

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization, responding to domestic violence, sexual assault, human trafficking and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

GREAT BENEFITS AND PTO PACKAGE: Employer contribution towards employee Health Insurance, 39 Paid Time Off Days (PTO) and 12 Holidays. 401k available.

SALARY: low to mid 70's

APPLICATION INSTRUCTIONS: NO PHONE CALLS PLEASE. Applicants may **email, mail or fax** resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission and how your experience aligns with the requirements of the CASS Department and Training Outreach Education and Social Change.

Email: humanresources@centersc.org

Subject line must read: Director of Comprehensive, Advocacy & Support Services

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956

Fax: (845) 634-3396

Center for Safety & Change values you, your growth, and your contributions. The Center believes that an effective, broad-based movement for social transformation must be rooted in anti-racist and anti-oppression principles as we work towards a more just and equitable society. BIPOC, people with disabilities, and members of the LGBTQ+ Community are encouraged to apply. The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.