

**NEW JERSEY ASSOCIATION ON CORRECTION
JOB POSTING**

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|--|--------------------|---------------------|--------------------|-------------------------|
| Job Title | Reports to: | FLSA Status: | Department: | Level: |
| FULL TIME Program (Shelter) Supervisor | Regional Director | Exempt | CCWC | Program Professional II |
| Please submit your application to: | | | Posted Date | |
| Helena Tomé Regional Director htome@njaconline.org (preferred method) FAX: 856-227-1261 | | | 4-23-10 | |

Under the supervision of the Deputy Director, or his/her designee, carries out assigned duties relating to the provision of education, information and training.

Program (Shelter) Supervisor

CAMDEN COUNTY WOMEN’S CENTER (CCWC) DOMESTIC VIOLENCE SAFE HOUSE is a 45-60 day shelter in Camden County which can house up to thirty eight women and children that have become homeless as a result of leaving a domestic violence situation. The safe house also houses the Camden County 24-hour domestic violence hotline.

Purpose

1. To provide safety, support, advocacy and resources for survivors of domestic violence and their children.
2. To work relentlessly to change the systems and attitudes that allows this abuse to continue.

Our Guiding Principles

1. Camden County Women’s Center is the center for providing leadership, support, and advocacy for this work in Camden County.
2. We know that we cannot do this alone. We will provide the leadership to build effective community partnerships and drive the systems changes required to end assaults on women.
3. We are committed to the empowerment of all women and believe that all people should be valued without bias and should be treated with dignity and respect.
4. Domestic violence is never the fault of the survivor.
5. We will promote safety, justice and autonomy for survivors of domestic violence.

Responsibilities

- Oversee the daily operations of the program, supervision of staff and clients.
- Implement program activities to attain the objectives outlined in existing contracts.
- Recruit, interview and recommend applicants for staff positions.
- Monitor program effectiveness and recommend changes when necessary.
- Provide personally and through staff assignments, individual and group counseling for each client according to their needs.
- Review staff performance on a regular basis in accordance with the Association's performance evaluation system.

- **Maintain and build community linkages as the lead domestic violence program in Camden County**
- **Model best practices in working with families in domestic violence situations.**
- **Model collaboration and cross systems advocacy to strengthen community partnerships and enable a coordinated community teamed response when domestic violence occurs**

Education, Experience & Credentials

- **Bachelor of Arts degree and 5 years experience in domestic violence services or Masters Degree and 3 years of experience in domestic violence services required or equivalent.**
- **Certification as a Domestic Violence Specialist by the NJ Board of Domestic Violence Professionals or working toward certification required. Twenty-five per cent of the requirements for classroom hours and supervised direct practice required for certification must be completed within one year of hire. Domestic Violence Specialist Certification may be substituted for the required degree.**
- **Licensed clinical social worker or licensed professional counselor preferred. Bilingual/bicultural in Spanish preferred.**
- **Strong clinical, communications, problem-solving, advocacy, networking and collaboration skills required.**

Demonstrated competencies include:

- **Working knowledge of the dynamics of domestic violence and coercive control, advocacy, courts, welfare, child welfare, confidentiality and counseling, ethics, systems collaboration, and accessing resources, prevention and best practices, empowerment, and child development, crisis intervention, collaborative**
- **Ability to solve practical problems and deal with a variety of situations where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule formats.**
- **Computer skills including experience utilizing Windows versions and all Microsoft Office applications.**
- **Supervision responsibilities include: Case Managers, Youth Workers, clerical staff and others as assigned.**

Association Philosophy:

- **All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.**

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.