

YWCA of Eastern Union County
Job Opening – Director of Residential Services

JOB OPENING - DIRECTOR OF RESIDENTIAL SERVICES (Domestic Violence)

The Director of Residential Services (DRS) is charged with ensuring respectful, compassionate, survivor-centered responses to all persons seeking residential and/or hotline services, and cultivating the strengths, professional growth, and leadership of all staff under her/his supervision. This position serves as a member of the Management Team.

EXPERIENCE/KNOWLEDGE/EDUCATION/SPECIALIZED TRAINING REQUIRED

Must have an MA, MSW, or related degree. Residential domestic violence work experience required. Minimum of 2 years of counseling and supervisory experience. Significant knowledge of domestic violence and the intersections of domestic violence with other oppressions required as is experience with/knowledge of addictions counseling, welfare advocacy, and immigration law. Bilingual/bicultural knowledge and skills strongly preferred. Must have valid US driver's license. PC skills required. Must speak and write fluently in English.

ESSENTIAL JOB DUTIES

- Responsible for the overall management of residential and hotline services.
- Responsible for actively creating a safe, empowering living environment for all residential clients.
- Responsible for the supervision and administration of all residential and hotline staff.
- Responsible for supervising and developing the following services: crisis intervention, residential counseling, advocacy, case management and residential support groups.
- Responsible for providing direct care services when necessary, including but not limited to crisis counseling, advocacy and accompaniment, safety planning and information and referrals.
- Responsible for ensuring adequate training for all direct care staff, including but not limited to training on issues of domestic violence, sexual trauma, safety planning, substance abuse, cultural competence, welfare rights, immigration, and counseling and crisis intervention skills.
- Responsible for ensuring that all residential and hotline staff receive appropriate, ongoing supervision around issues of personal and professional safety specific to undertaking domestic violence work.
- Responsible for the collection of data and statistics necessary for compliance with funding sources and other agency needs.
- Responsible for attending and participating in agency meeting requirements (i.e. NJCBW, CEAS, and others as required.)
- Responsible for recommending and participating in the development of new programs as needed.

- Submit monthly reports to the Executive Director and other reports as required.
- Ensure residential client's safety- equipment; supervise fire drills, train staff in safety procedures. Communicate with executive director and finance director to ensure the maintenance of the residential facility.
- Ensure all work areas have appropriate personal protective equipment available to all employees.
- Maintain a system of accountability to ensure proper statistical information gathering and analysis.
- Supervise and complete timely performance evaluation of residential staff.

SECONDARY JOB DUTIES

- Provide training to volunteers and other community groups as requested.
- Attend community and/or Board of Director meetings as requested.
- Other duties and responsibilities as needed and directed by supervisory personnel

JOB REQUIREMENTS

Must have excellent oral and written communication and skills, an ability to multitask, and good supervisory skills. Must be have experience in creating group consensus and facilitating group leadership. Must have a willingness to actively embrace and foster differences in experience, heritage, and professional practice. Must be able to represent the YWCA Eastern Union County in a professional manner under a variety of circumstances. Must be able to work autonomously and as an integral component of a senior management team. Must also be able to work on pressure deadlines with a strong work ethic and high quality of professionalism.

E-mail resume with cover letter to:

Jan Lilien, Executive Director
jlilien@ywcaeuc.org

Or fax: 908-355-2010