



TRI-VALLEY HAVEN

3663 Pacific Avenue
P.O. Box 2190
Livermore, CA 94550

Administration

Tel: (925) 449-5845
Fax: (925) 449-2684

Hotline

(925) 449-5842
(800) 884-8119

Email: mail@trivalleyhaven.org
Web Site: www.trivalleyhaven.org

DIRECTOR OF DOMESTIC VIOLENCE SERVICES

Exempt ~ Full-time

Starting Salary Range: \$64,376 - \$85,010

General Responsibilities: Under the direction of the Executive Director, the Director of Domestic Violence Services provides overall management of the domestic violence shelters, the crisis line, the Linkages-Supportive Housing Program, counseling services, and sexual assault services as they related to shelter residents. Leads weekly departmental staff meetings. Responsible for oversight of facilities. Assures contract compliance and performance. Responsible for hiring, training, supervising, evaluating and terminating departmental staff. Initiate programs and funding. Part of the Tri-Valley Haven Management Team.

General Requirements: BA required, related master's degree helpful, residential experience helpful. Five years at non-profit agency with two years residential management preferred. Flexibility and ability to manage time and tasks effectively required. Adept in problem solving. Skilled crisis management. High level of literacy and risk management skills required. Completion of Agency Training within 6 months of employment (if not before).

AREAS OF RESPONSIBILITY

I. OVERSIGHT OF DOMESTIC VIOLENCE SERVICES DEPARTMENT

- A. Responsible for overall management of the Shelters, the Tri-Valley Haven Hotline, and Linkages, and keeping the Executive Director current on issues.
- B. Responsible for oversight of shelter operations and facilities through supervision of the Lead Case Manager.
- C. Responsible for production of monthly schedule of shelter staff.
- D. Responsible for ensuring that all departmental staff and volunteers log statistics and keep client files updated.
- E. Oversees screening of clients, or delegates to the Lead Case Manager.
- F. Responsible for complying with all laws, including elder abuse reporting, CPS reporting, 5150 laws and suicide assessment.
- G. Complies with all legal and ethical mandates regarding client welfare.
- H. Responsible for production of accurate statistics in a timely manner and other documents as needed.
- I. Assures that client intake packets, client information packets, safety materials, I & R materials, and any other information related to shelter services are reviewed and updated on an annual basis or more frequently as needed.
- J. Responsible for seeing that client case files are filled out correctly, completely, and in a timely manner.
- K. Responsible for oversight of facilities to assure safety, cleanliness, and to the best degree possible, that the facilities are maintained in a homelike manner.
- L. In conjunction with Tri-Valley Haven Contracts Manager, assures contract compliance. Responsible for contract performance on domestic violence services contracts.
- M. Oversees client grievances process.

"Creating homes safe from abuse."

DIRECTOR OF DOMESTIC VIOLENCE SERVICES

Exempt ~ Full-time

II. DEPARTMENTAL STAFF SUPERVISION

- A. Responsible for hiring, training, supervising, evaluating and terminating departmental staff, volunteer interns and trainees.
- B. Responsible for leading weekly departmental staff meetings.
- C. Assures that departmental staff and volunteers comply with all laws and follow appropriate ethical standards.
- D. Maintains or oversees records on all departmental staff: job descriptions, concrete work plans, performance reviews, time sheets, and expense reimbursement requests.
- E. Assures that personnel practices are in conformance with agency philosophy, policies, and legal requirements.
- F. Keeps Executive Director updated on all departmental and program issues.

III. GENERAL TASKS - Performs general tasks as needed and represents Tri-Valley Haven in a professional manner. Tasks include, but are not limited to:

- A. Makes community education/public speaking presentations representing Tri-Valley Haven.
- B. Provide the Executive Director with a monthly departmental status report.
- C. Attend Management Team meetings as scheduled.
- D. Attends staff meetings and Board/Staff meetings as needed.
- E. Participates in community fundraising and special events as needed.
- F. Must have a valid California Driver's License and an insured automobile that employee will use as necessary for agency related business, including transportation of clients.
- E. Must maintain a good Motor Vehicle Record (MVR) in order to be able to drive for the agency.

IV. OTHER RELATED TASKS AS ASSIGNED BY EXECUTIVE DIRECTOR WITHIN THE SCOPE OF TRI-VALLEY HAVEN'S MISSION.

V. ADA ESSENTIAL TASKS

- | | |
|--|-----------------------------------|
| A. Working alone | J. Good distance vision |
| B. Working in high stress situations | K. Ability to speak clearly |
| C. Working in emergency situations | L. Ability to discriminate speech |
| D. Working off-shift/rotating schedule | M. Reasoning and thinking skills |
| E. Good reading vision | N. Ability to problem solve |
| F. Sitting | O. Lifting 10 to 20 pounds |
| G. Good communication skills | P. Carrying 10 to 20 pounds |
| H. Specific knowledge or education | Q. Gloves or hand protection |
| I. Learning ability | |