

**CRIME VICTIM SERVICES
DAY ONE DIRECTOR
POSITION DESCRIPTION**

LOCATION: Allen County

EMPLOYMENT STATUS: Full-time

CLASSIFICATION: Exempt

POSITION REPORTS TO: Deputy Director

POSITIONS SUPERVISED: Day One Survivor Advocates, Child Advocacy Center Coordinator, On-call Contractors, Volunteers, and Clerical Staff as assigned

POSITION PURPOSE

The Day One Director is responsible for providing oversight and programmatic support, and ensuring a safe, supportive environment for staff within the Department. Participates as a key member of senior leadership team reporting to the Deputy Director. Directs activities of staff and provides overall leadership and guidance related to the development and operation of Day One.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Accomplishes staff results by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling, developing personal growth opportunities and disciplining employees; developing and coordinating and enforcing systems, policies, procedures and outcome standards.
- Provides leadership based on anti-oppressive and feminist principles.
- Supervises Survivor Advocates in their work with survivors of sexual violence and human trafficking; assigns work, monitors job performance, and evaluates service delivery; assists in providing rape crisis and anti-human trafficking services as needed; receives and responds to employee questions, complaints, and concerns on sexual violence and human trafficking issues.
- Supervises Child Advocacy Center Coordinator (CAC) of West Central Ohio in their work with local multidisciplinary team partners and assists, as needed, with CAC appointment coordination.
- Provides leadership and facilitation for the CAC of West Central Ohio's Advisory Committee comprised of local multidisciplinary team partners

- Coordinates the delivery of sexual violence and anti-human trafficking services and programs according to state standards for victims, families, and staff; organizes and assists with support groups; plans educational programs for victims, families, and staff; participates in interdisciplinary team meetings and community programs, disseminates materials and responds to questions involving rape crisis programs and services for all assigned counties.
- Oversees coordination of On-call program to ensure delivery of services and implementation of Ohio's Rape Crisis Core Standards in 24/7 Hospital and 24/7 Crisis Line Response.
- Initiates planning and development of grant proposals.
- In collaboration with other Directors, participates in planning and development of annual CVS budget.
- Establishes goals and objectives consistent with the organization's strategic plan, and develops, implements and monitors policies and procedures.
- Plans, develops, and evaluates sexual violence and human trafficking services according to Ohio Alliance to End Sexual Violence and Ohio Attorney General State Standards and as assigned by Crime Victim Services
- Assists Deputy Director and CAC Coordinator with Child Center Advocacy duties related to day-to-day operations.
- Reviews and adapts programs and services; develops new or revised programs, policies, and procedures to address client or student needs; establishes standards for services delivery; assumes responsibility for achieving program outcomes and effectively and efficiently delivering services to clients and students.
- Documents and maintains records of all activities in accordance with CVS and grant policies and procedures; updates records to ensure accuracy and completeness; ensures that records are maintained and kept in accordance with applicable privacy laws or other rules and regulations.
- Directs and participates in initiatives to address, plan and implement effective program development within Day One.
- Keeps current with research studies, forecasts and trends to provide direction and guidance for Day One growth and development.

- Promotes Day One and Crime Victim Services through information booths and/or appearances at conferences, seminars and business meetings.
- Serves as the liaison for local and statewide partners and coalitions that promote program goals.
- Required to be on-call and/or support staff on-call as needed.
- Maintain required licensures, registrations, credentials, and certifications.
- Attends work regularly in accordance with organization's employee policy. Complies with all applicable security and safety rules, regulations and standards.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Meets all national standards for victim assistance and service outcome standards as described in position description addendum.
- Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of Crime Victim Services. Is also responsible for assisting and advocating for victims to reach outcomes of property security and personal safety, emotional and physical healing, justice process knowledge and participation, and financial recovery and restitution.

WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

QUALIFICATIONS

Completion of Bachelor's Degree in Social Work or other degrees providing eligibility for Licensure, plus two years of experience in victim services. Master's Degree preferred, plus two (2) years of experience in a human service field, or equivalent education, training, and / or experience.

Knowledge of: sexual violence including: rape, sexual assault, sexual harassment and stalking; human trafficking including: sex and labor trafficking, domestic and international trafficking, trafficking of minors; rape victim psychology; education techniques; rape victim services; agency policies and procedures; national standards for victims assistance and applicable ethical standards; public relations; community resources and services; rules, policies, and procedures*; CVS outcome and quality measures*; records management, employee training and development; supervisory principles and practices; case management; safety practices and procedures; and office practices and procedures.

Skill in: computer operation, use of modern office equipment, proficiency in Microsoft Office, Word, Excel and Power Point.

Ability to: adhere to national standards for victims assistance and applicable ethical standards; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; prepare accurate and error-free documentation; write instructions and specifications; communicate effectively; train or instruct others; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites.

Licensure or Certification: Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks. Attain and maintain Ohio Advocate Network registration and / or National Credentialing as soon as eligible.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

Reviewed By: Employee's Signature

Date

Approval: Supervisor's Signature

Date

