



## Domestic Violence Services Director Job Announcement

*At Building Futures, we believe everyone deserves a safe place to call home. This agency is an Alameda County leader in providing a comprehensive safety net of services at the unique intersection of homelessness and domestic violence for individuals and families. As a Housing First agency, all of Building Futures' programs and services prioritize linking clients with safe and supportive housing. Our trauma-informed domestic violence care continuum aims to ensure immediate access to crisis information and help; safe shelter for women and women with their children; and support as families rebuild safe and stable lives free from homelessness and family violence. We engage the broader community in DV prevention and intervention through ongoing public awareness campaigns and State-accredited 40-hour DV counselor trainings.*

**Position Title:** Domestic Violence Services Director

**Reports to:** Executive Director

**Supervises:** Associate Domestic Violence Services Program Director

**Classified:** Full Time, Exempt

### **Position Summary:**

Building Futures seeks a Domestic Violence Services Director with a proven track record of Domestic Violence services leadership, community building, and strengthening programmatic impact and reach.

Alongside the Executive Director, the Domestic Violence Services Director is responsible for building community partnerships and awareness of domestic violence resources and issues that significantly impact the agency's clients; defining Domestic Violence Services' strategic direction and promoting growth; ensuring adequate resources are in place to support the mission; and guiding best practices within our trauma informed, culturally responsive, housing first service model.

The position will work with the Associate Director of Domestic Violence Program Services and administrative departments to ensure consistency, collaboration, and quality of service. The Domestic Violence Services Program includes our 20-bed Sister-Me-Home Domestic Violence Shelter, women's support groups, 24-hour Domestic Violence crisis hotline, and Domestic Violence counseling, outreach, and community education.

The Domestic Violence Services Director must have a demonstrated commitment to and understanding of racial and social justice community building.

### **Essential Functions:**

#### *Program Facilitation*

- Lead Domestic Violence services, referrals, and counseling for all of Building Futures' programs including street outreach, homelessness, and housing services. These responsibilities include but are not limited providing team trainings, direct consultations and interventions for staff and adult and child clients.

- Alongside the Associate Director of Domestic Violence Program Services, work to structure the Domestic Violence Services Program team and guide outreach, evaluate program impact and create strategies for staff's professional development, and enhance existing services. Promote a culture of continuous improvement that includes attention to safety, transparency and trust, peer support, collaboration, empowerment and choice.
- Direct Domestic Violence best practices and resource development. Stay current on services that uplift and support Domestic Violence survivors including housing initiatives, harm reduction, income support, family support, education, and other relevant programs.
- Oversee service delivery and maintenance of contracts through the communication of expectations. Ensure data collection regarding resident participation and service delivery is accurately and timely submitted.
- Facilitate 40-hour Domestic Violence training for staff, volunteers, and community participants.
- Act as back-up on-call for the Associate Director of Domestic Violence Program Services.
- Perform other duties as assigned or relevant to service delivery.

#### *Community Engagement and External Stakeholder Management*

- Represent Building Futures' Domestic Violence services to community partners, funders, and external stakeholders to enhance the agency's reputation and impact. Actively engage, leverage, and develop funding sources and relevant service partners such as the Family Violence Law Center and Alameda County's homeless shelters.
- Participate in long-range strategic planning and vision casting. This may include identifying prospects for funding, participating in the RFPs and project preparations, implementing plans for developing and expanding services, coordinating community partners and education, and quality assurance in existing service delivery.
- Regularly attend collaborative, community, and local taskforce meetings.
- Oversee all public and external stakeholder communications and outreach materials.
- Lead Building Futures' partnership with Family Violence Law Center to improve the Alameda County's Coordinated Entry System intake process, and more effectively assess and assist Domestic Violence survivors in making informed decisions and accessing resources.

#### **Qualifications and Competencies:**

- Master of Social Work (MSW) or work equivalent in a human services or social work field.
- Domestic Violence Counselor Certification.
- Minimum of five (5) years working in domestic violence prevention and services including program design, administration, and implementation.
- Minimum of five (5) year experience in staff management and/or supervision experience.
- Minimum of two (2) years of experience in homelessness, substance abuse, mental health and/or child abuse.
- Valid California Driver's License, insurance, and access to personal automobile.
- Proven track record of program leadership, successfully strategic collaborations, and partnerships.
- Knowledge of and connection to Alameda County community resources.
- Excellent writing and verbal communication skills.

### **Physical Requirements & Working Environment:**

The work environment and physical demands described are representative of those required by employee to perform to the essential functions of this job with or without reasonable accommodation.

- Ability to work at a desk or computer workstation.
- Ability to perform repetitive office tasks.
- Ability to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity to enable the employee to operate a personal computer, phone, and related equipment.
- Must be able to lift 25 pounds.

### **To Apply:**

Email your resume and cover letter to HR Manager, Esther Nand at [enand@bffc.org](mailto:enand@bffc.org). In your cover letter, explain why you would like to join our team and are the best candidate for the job. Please title attachments with your first and last name. Only applications that include all requested documents are considered. Submissions will be reviewed weekly. We are looking to hire as soon as possible, first come first serve, and position is vacant until filled. Only short-listed candidates will be contacted. No phone calls please.

**Notices:** *This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Building Futures reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time with or without notice.*

*Building Futures with Women and Children is an Affirmative Action /Equal Opportunity Employer which hires without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal and state law.*