

JOB OPENING

Job Title: Victim Services Program Director

Hours: 36 hours/week; 52 weeks/year

Closes: 5:00 pm, Thursday, July 25, 2024

Department: Victim Services

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Victim Services Program Director. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: Direct domestic violence, rape crisis, and crime victim/witness advocacy programs, which includes overseeing the activities of the shelter, support groups, crisis line, client advocacy, child advocacy, and Violence Intervention Program. Seek and write grants to provide continued program support. Oversight of meeting grant goals and objectives including grant reporting.

Wage: \$26.73 per hour

Hours: 36 hours per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with an Associate's Degree in a field related to social services or 4 years' experience in a Domestic Violence Program and one year of supervisory experience. Must also possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

Application Deadline: 5:00pm, Thursday, July 25, 2024

To Apply, Submit the Following:

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501.

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122



APPLICATION COVER SHEET

Job Title: Victim Services Program Director

Wage: \$26.73 per hour

Hours: 36 hours per week (52 weeks per year)

APPLICATION DEADLINE: 5:00pm, Thursday, July 25, 2024

PLEASE PROVIDE

1. PERSONAL LETTER OF INTEREST
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

Job Summary: Direct domestic violence, rape crisis, and crime victim/witness advocacy programs, which includes overseeing the activities of the shelter, support groups, crisis line, client advocacy, child advocacy, anger management groups, and supervised visitation/exchange center.

Essential Duties:

1. Direct and coordinate all Domestic and Sexual Abuse Programs, including Crime Victim/Witness Advocacy Program, Child Advocacy, Shelter Program, Anger Management for abusers, and 24-hour Crisis Line.
2. Administer the Domestic Abuse Program (DAP) according to District 4 HRDC's stated mission, and maintain overall responsibility for all activities.
3. Supervise and manage all functions of The Haven shelter, including staff, client services, maintenance and repair, and purchasing.
4. Develop and maintain a network of approximately 20 volunteers who are responsive to people and situations involving domestic violence and sexual assault and who cover activities at the shelter and respond to crisis calls 24 hours a day.
5. Develop and administer sound personnel practices that ensure the personal and professional growth of DAP employees. This shall include recruiting, hiring, training, supervising, evaluating, and terminating staff in order to provide the highest quality of services to clients and the efficient and effective operation of DAP.
6. Manage program fiscal operations including budget projection and review. Develop and maintain a system for acquiring, accounting for and acknowledging donated items.
7. Plan and conduct quarterly Domestic Violence CCR (Coordinated Community Response) Task Force Meetings.
8. Participate actively in local fundraisers and write grants to meet program needs.
9. Develop and coordinate programs and policies that will meet the needs of the clients, volunteers, and staff.
10. Develop and implement outreach events, focusing on community education and prevention of domestic violence and sexual assault.
11. Regular interaction to communicate and serve as a liaison and coordinate related services with community leaders, law enforcement, local judges, judicial

system/attorneys, media, service organizations, churches, etc. requiring considerable tact, sense of timing and the availability to engender trust, plus sensitivity to diverse audiences. Attend monthly Child Protection Team meetings. Coordinate and attend quarterly advisory board meetings.

12. Responsible for reviewing staff caseloads on a regular basis to ensure documentation is thorough and accurate and also to ensure client needs are met.
13. Be available via cell phone for 24 hour Crisis Line Services as part of staff rotation.
14. Maintain confidentiality of client identity and location of shelter.
15. Direct the provision of counseling and legal advocacy for clients dealing with the legal system.
16. Responsible for victim tracking (Client Id List) on Excel Spreadsheet
17. Responsible for ensuring advocates enter data in victim database.

Qualifications:

1. Associates Degree in a field related to social services or 4 years' experience in a Domestic Violence Program.
2. One year of supervisory experience.
3. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

SPECIAL INFORMATION:

This position requires a driver's license, and a registered vehicle with liability insurance.

Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).

Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.

Background Check required before applicant is hired.

Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Victim Services Director	SUPERVISOR: Executive Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Victim Services Specialist, Shelter Manager/Volunteer Coordinator, Tribal Liaison, Rural Liaison
EMPLOYMENT HOURS: 36/Week	WEEKS PER YEAR: 52
Pay Grade: 21	Starting Wage: \$26.73
POSITION SUMMARY: Direct domestic violence, rape crisis, and crime victim/witness advocacy programs, which includes overseeing the activities of the shelter, support groups, crisis line, client advocacy, child advocacy, and Violence Intervention Program. Seek and write grants to provide continued program support. Oversight of meeting grant goals and objectives including grant reporting.	

MAJOR RESPONSIBILITIES:

1. Direct and coordinate all Domestic and Sexual Abuse Programs, including Crime Victim/Witness Advocacy Program, Child Advocacy, Shelter Program, Violence Intervention Program, and 24-hour Crisis Line.
2. Administer the Victim Services Program (VS) according to District 4 HRDC's stated mission, and maintain overall responsibility for all activities.
3. Supervise and manage all functions of The Haven shelter, including staff, client services, maintenance and repair, and purchasing.
4. Develop and maintain a network of approximately 20 volunteers who are responsive to people and situations involving domestic violence and sexual assault and who cover activities at the shelter and respond to crisis calls 24 hours a day.
5. Develop and administer sound personnel practices that ensure the personal and professional growth of VS employees. This shall include recruiting, hiring, training, supervising, evaluating, and terminating staff in order to provide the highest quality of services to clients and the efficient and effective operation of VS.
6. Manage program fiscal operations including budget projection and review. Develop and maintain a system for acquiring, accounting for and acknowledging donated items.
7. Plan and conduct quarterly Domestic Violence CCR (Coordinated Community Response) Task Force Meetings.
8. Participate actively in local fundraisers and write grants to meet program needs.
9. Develop and coordinate programs and policies that will meet the needs of the clients, volunteers, and staff.
10. Develop and implement outreach events, focusing on community education and prevention of domestic violence and sexual assault.
11. Regular interaction to communicate and serve as a liaison and coordinate related services with community leaders, law enforcement, local judges, judicial system/attorneys, media, service organizations, churches, etc. requiring considerable tact, sense of timing and the availability to engender trust, plus sensitivity to diverse audiences. Attend monthly Child Protection Team meetings. Coordinate and attend quarterly advisory board meetings.
12. Responsible for reviewing staff caseloads on a regular basis to ensure documentation is thorough and accurate and also to ensure client needs are met.
13. Be available via cell phone for 24 hour Crisis Line Services as part of staff rotation.
14. Maintain confidentiality of client identity and location of shelter.

15. Direct the provision of counseling and legal advocacy for clients dealing with the legal system.
16. Responsible for victim tracking (Client Id List) on Excel Spreadsheet
17. Responsible for ensuring advocates enter data in victim database.

ADDITIONAL RESPONSIBILITIES:

1. Makes non-routine choices within established precedent, considering objectives, under limited supervision, where positive and negative impact directly or indirectly affects the function and output of the work unit or team, with limited financial impact.
2. Provide victim services and crisis intervention to clients, including Orders of Protection.
3. Identify other needs of clients, refer to appropriate services, and aid them in obtaining these services, including assistance with filling out paperwork.
4. Assist with shelter upkeep and operations
5. Be able to diffuse potentially volatile situations
6. Travel is required for transporting victims as well as training
7. Perform additional duties as assigned by the immediate supervisor.

MINIMUM QUALIFICATIONS:

1. Associates Degree in a field related to social services or 4 years' experience in a Domestic Violence Program.
2. One year of supervisory experience.
3. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

Within 1 year of employment the following certifications/trainings must be successfully obtained/completed:

4. Basic Advocacy Training.
5. Montana Victim Advocate Academy.
6. CDS Training.
7. Grant Writing and Supervisor Workshops.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Experience in crisis intervention, domestic violence, and/or volunteer coordination; budget management; grant writing; fundraising; public relations; working with culturally diverse clientele; and administration.
2. Ability to keep accurate, complete, and thorough records, and possesses a high level of interpersonal communication skills in reading, writing, and speaking.
3. Ability to interact and work well with law enforcement, social service agencies, and all agents in the criminal justice system.
4. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
5. Must have access to a vehicle and hold a current license and liability insurance. Be willing to use own vehicle if necessary.
6. Be able and willing to travel to trainings in and out of state.
7. Basic computer knowledge
8. Must have a working telephone and be willing to be on call and respond within 20 minutes.
9. Must be available, respond to, and remain calm in crisis and high stress situations.
10. Establishes functional policies and makes tactical decisions within overall strategic direction with top management guidance.

11. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work is primarily in an office environment. Requires heavy physical effort, moving between over 60 pounds, on an intermittent basis (less than 15% of the time). Incumbent must walk, stand, bend, kneel on an intermittent basis; Sit, use hands and arms, and speak on a frequent basis. Work is in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10 degree Fahrenheit variation.
2. Occasionally enter unfavorable houses or apartments or situations.
3. Generally dealing with extremely volatile situations.
4. Occasionally work after hours (weekends, holidays, and middle of the night) in high stress situations.
5. Work with high attention to detail and frequent deadlines.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743



WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No

Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

_____ Signature

_____ Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual