

# Pee Dee Coalition Against Domestic and Sexual Assault

## **DIRECTOR OF OUTREACH AND TRAINING FOR THE PEE DEE REGION**

### POSITION DESCRIPTION

*The Director of Outreach and Training, under the direction and supervision of the Executive Director, has direct responsibility for the overall administration of the Coalition's community outreach and training services and shall assist the Executive Director in the development of any new initiatives. The Director will enhance the coalition's long-range planning, strategy implementation and policy creation and will ensure quality and timeliness of all aspects of grant(s) processing and management.*

### RESPONSIBILITIES

#### **Program Management**

1. Ensure that the overall organizational goals and objectives as they relate to outreach and training, including prevention services, are met.
2. Familiar with all grants and assure completion of goals, objectives, and documentation requirements. Ensure timely reporting to relevant grantors.
3. Provide leadership and oversight to special projects as scheduled or as new initiatives are implemented.
4. Provide supervision of staff at various site locations.
5. Provide supervision and evaluation to graduate-level interns assigned to the program.
6. Assistance with long-range program planning including grant proposals.
7. Maintain knowledge of current research information with regard to legal, medical, psychological, and other areas related to domestic violence and sexual assault.
8. Develop and implement specific strategies for outreach to sexual assault victims within the prison population of the Pee Dee.
9. Develop and implement specific strategies for outreach to hidden victims within the LGBTQ community.
10. Represent the organization and its interests at state and regional functions and groups (task force, committees, etc) as assigned.

#### **Victim Assistance**

1. Assist in the provision of or arrange for services to victims and their families to include crisis intervention, referral, advocacy, telephone counseling, and follow-up.
2. Rotate with other staff in the provision of 24-hour on-call back-up for volunteers.
3. Ensure that the official records of the organization's case files are maintained accurately and in a timely manner.

#### **Community Education and Training**

1. Participate in the community education and training component of the organization to include materials development, public speaking, educational presentations, and special events.
2. Assist with the provision of inservice trainings for professionals in the seven county area and coordinate trainings as needed or desired.

3. Assist with volunteer victim advocate, support group facilitator, and speakers' bureau trainings as needed.
4. Support the Coalition's efforts in the planning, coordination, and implementation of special events (i.e. Domestic Violence Awareness Month, Sexual Assault Awareness Month, Teen Dating Violence Awareness Month, Stalking Awareness Month, Volunteer Recognition, etc) and media activities.
5. Develop and promote opportunities to engage men in violence against women by arranging for a series of round-table discussions targeting men in various aspects of the communities served by the Pee Dee Coalition.

### **General Responsibilities**

1. Actively participate in staff meetings and staff development opportunities.
2. Prepare and submit monthly reports for the Executive Board via the Executive Director.
3. Perform other duties as needed and deemed necessary by the Executive Director.

### **QUALIFICATIONS**

Knowledge, skills, and abilities shall include:

- Possess strong leadership, organizational and interpersonal skills
- Experience in formulating and implementing policies and procedures
- Ability to effectively organize, motivate, and lead diverse staff representing multiple programs across seven counties
- Knowledge of the South Carolina legal system and community resources
- Comprehensive knowledge of domestic violence, sexual assault, and child abuse victimization issues
- Provide effective crisis intervention, referrals, advocacy, and support to victims and their families
- Ability to interact well with diverse persons, organizations, or groups
- Superior written and verbal communication skills
- Prior nonprofit experience
- Clinical experience
- SC Driver's License and dependable transportation

### **REQUIREMENTS**

- Masters Degree in Social Work, Psychology, Counseling, Criminal Justice, Human Services, Education or Law with three years' experience in victim services
- Grant Management and Nonprofit Leadership Experience
- Five years' supervision experience