



**Safe Passage, INC.**

P.O. Box 621 DeKalb, IL 60115

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## **Domestic Violence Program Manager**

Safe Passage has an opening for a full time Domestic Violence Program Manager. This position requires a master's Degree in Social Work, Counseling, Psychology or equivalent with current state licensure required. Must have an understanding of domestic violence, sexual assault, and victim-centered services. Must have organizational abilities, good listening skills, and the ability to multi-task. Flexibility a must in working hours. This position will work some evenings and weekends.

The DV Program Manager will be responsible for the supervision of domestic violence counseling and legal advocacy program staff. This position will assist with the program development, management and community relationships to help build the program.

### Primary Responsibilities:

- Supervise the DV program counseling and legal advocacy staff.
- Carry a small counseling caseload for domestic violence clients.
- Provide oversight of volunteers and interns working in the and domestic violence program.
- Participate in residential on-call.
- Ensure that direct service staff is appropriately supervised and that they are receiving training and direction necessary to work effectively with clients.
- Ensure that all staff receives timely performance reviews according to policies.
- Ensure that staff operates according to agency principles and standards.
- Review client files and give direction on their revision to staff.
- Participate in case consultations regarding clients.
- Provide weekly supervision to program staff.
- Develop and strengthen relationships among community providers and governmental agencies by attending community/committee meetings, etc. Such as NIU, criminal justice resources, police, PSLs, and other networking partners.
- Remain current on relevant legal issues.
- Maintain ethical boundaries with clients.
- Obtain and keep Certified Domestic Violence Professional (CDVP) certification up to date.
- Participate, prepare and plan activities for domestic violence awareness month, including the vigil.
- Participate in the training of staff, volunteers, and interns. (This includes the 65 hour Domestic Violence and Sexual Assault training that is held three times a year.)

### **Safe Passage offers a generous benefits package including:**

- Medical, dental, and vision insurance (minimal cost to employees)
- Short and Long Term Disability
- Life Insurance
- 403B Generous PTO package