

Domestic Abuse Intervention Programs Duluth Family Visitation Center Program Coordinator

**Reports to: Executive Director
Pay Scale: \$17/hour-\$21/hour**

**Team: Duluth Family Visitation Center
Status: FT, 32 hours/week**

NATURE AND SCOPE OF JOB:

The Duluth Family Visitation Center (DFVC), a program of Domestic Abuse Intervention Programs (DAIP), provides a safe and comfortable place for parents and children experiencing domestic violence to continue building positive relationships. We are looking for someone who is experienced working with children, able to deal with people in crisis and have experience working with domestic violence victims, offenders or both. This agency as a whole works toward eliminating violence in the lives of women and their children and is committed to eliminating oppression of all kinds. We are looking for employees who are also committed to this goal and have experience in social change efforts. The role the DFVC plays is a crucial one within our local Coordinated Community Response. Not only does it provide supervised exchanges, it also has a role in developing innovative tools and interventions to promote safety for victims and accountability for offenders within the community.

ESSENTIAL JOB FUNCTIONS:

Administrative Activities

1. Facilitate short and long term planning that involves working with those we serve in the center and our referring agencies to continue to build on the success of the DFVC program. Participate in CCR discussions, planning and implementation efforts for new and ongoing initiatives.
2. Develop and execute yearly budgets in partnership with Executive Director.
3. Responsible for keeping the VC team members advised of all administrative decisions and conveying their input on agency goals and objectives.
4. Actively seek funding opportunities for the DFVC and, in consultation with the Executive Director, develop proposals to secure funding for the program.
5. Work with the Executive Director and the Board to oversee the policy development, organizational growth, and financial stability of the DFVC/DAIP.
6. Attend Board Meetings.
7. Maintain positive relationships with funding agencies and punctually submit all required program reports to funders.
8. Document when any program participant records are leaving DAIP premises.
9. Approve time sheets and expenditures for disbursements from team budgets.

10. Handle personnel matters concerning program staff according to agency policies, including staff development, updating job descriptions, conflict resolution, and work with Executive Director on any disciplinary actions.
11. Work closely and cooperatively with the DFVC staff with scheduling and all other center operations.
12. Provide information to DAIP Administration to create a monthly invoice for St. Louis County Child Protection.

Program Activities

13. Work with the DFVC staff to ensure that victim safety is paramount as families utilize the center.
14. Continue to deepen understanding of domestic violence by attending trainings put on by DAIP, other DV agencies and listening to survivors of domestic violence about their experience.
15. Adapt the program to the continually changing needs of those we serve.
16. Supervise staff and in consultation with the Executive Director, initiate/implement changes regarding program direction, job descriptions and funding allocations.
17. Enter final edits to visitation logs before submitted to families for court hearings, and visitation summaries to St. Louis County Child Protection.
18. Participate in monthly parenting center meetings with Violence Free Minnesota and St. Louis County Child Protection.
19. Partner with women's advocacy staff which will be housed in the DFVC.

JOB QUALIFICATIONS:

1. Demonstrated knowledge of domestic violence and related issues and commitment to ending violence against women.
2. Some knowledge and understanding of child development and the effects of domestic violence on children.
3. Demonstrated skills in crisis intervention, conflict resolution, and negotiation.
4. Leadership ability and willingness to work with a team approach
5. Experience working with diverse racial, economic and social backgrounds.
6. Experience in supervising personnel, management, and program development.
7. Excellent written and oral communication skills
8. Self-directed and motivated and able to work independently
9. General office and computer skills

How to apply:

Please submit a cover letter and resume by email to theduluthmodel@gmail.com attention Rene.

Position open until filled.