

Our Safehaven Director is off to law school! Humboldt Domestic Violence Services (HDVS) has an **immediate opening for a Safehaven Program Manager**. This position is ideal for an individual who is committed to making a difference in the lives of others through the social justice movement and appreciates a dedicated team.

HDVS



HDVS is a local non-profit organization working in partnership to end domestic and intimate partner violence since 1977. This individual reports directly to the Executive Director and is responsible for overseeing the day-to-day operations, client development and delivery of Humboldt Domestic Violence Services Crisis and Support Services.

Duties include, but are not limited to:

- The direct supervision and management of its excellent client advocates team and its client safehaven program.
- Co-Supervision of client outreach training, scheduling and training of advocate staff
- Daily client database system maintenance and log reporting
- Coordination of multiple programs including service provision and training
- Court and mediation duties
- A working understanding of legal and legislative procedures, experience working with individuals and families who have experienced or are experiencing domestic/intimate partner violence
- Consult duties and staffing outreach
- Supporting the mission and vision of the organization
- Knowledge of the dynamics of domestic, intimate and sexualized violence, its underlying causes, and effective approaches to prevent these forms violence within a Humboldt County's DV/IPV community service providers and court system
- Strong technology knowledge and use of Windows 10: Microsoft Office software including Excel, Word, PowerPoint, Outlook and client data software -Apricot
- A high degree of discretion dealing with confidential information is a required, AND an ability and desire to work as a positive, proactive member of a team holding space for survivors and their children.

Requires: Bachelor's degree and a minimum of two years working directly with DV/IPV/SA programs/services experience and a 40-hour certification (can be obtained after hired) or AA with DV Counselor's Certification and five years working with families in a social service program with an emphasis on domestic and intimate partner violence focus. PLEASE NOTE: This is NOT an entry level position, only serious, qualified applicants will be reviewed.

Compensation: Position is full time, with competitive salary, starting at \$2,952.20 - \$3,257.60/month. Appointments are typically made at the beginning of the salary range, with full benefits: PTO, sick leave, paid holidays and wellness program following successful 90-day introductory period. Health benefits include health, vision and dental 100% paid for employee. Individual must pass live scan and DMV report and have or currently hold 40-hour DV Counselor certification (can be obtained if hired). Local applicant desired with resource and knowledge of Humboldt County community. Fluent Spanish speaker desired, but not required.

Application Procedure: Interested individuals may request by email, dvservices@hdvs.org a full job description or apply directly by sending the following PDF or WORD documents. Please no Google doc:

- Letter of Interest, stating and why you're interested in this position and your qualifications
- Resume or Curriculum Vitae
- Contact information for at least three professional references and agency application (if hired)

Please NO CALLS. Position open until filled, **first application review on 11/27/19 with interviews on 12/2/19**. QUALIFIED applicants only who meet the standards of the job description, will be notified immediately of an interview after submission. Position is an immediate job opening opportunity.

HDVS is an Equal Opportunity Employer/program. All genders are encouraged to apply. HDVS is committed to the cultural diversity of its staff, administration and Board of Directors. HDVS acknowledges and recognizes that Humboldt County is the homelands of the largest First People Tribal Nations in the State of California, including, but not limited to, the Wiyot, Yurok, Hupa, Klamath, Karuk, Tolowa, Dee-ni Nation and Blue Lake, Big Lagoon, Bear River, and the Trinidad Rancherias and the Table Bluff Reservation.