



Job Description: Domestic Violence Program Manager
Supervised by: Director of Domestic Violence Services

Position Profile: Under the supervision of the Director of Domestic Violence Services, the Domestic Violence (DV) Program Manager supports CRC's mission and growth by managing the direct client services to participants in the residential and community-based domestic violence intervention programs. Responsible for contributing to the procurement of grant funding and the development and achievement of grant objectives. Represent CRC in the community, fostering collaboration with other organizations and furthering organizational goals and objectives. Participate in the organization leadership team, contributing to overall strategic direction of the organization in addition to manage all develop all department staff to meet organizational and program objectives.

Essential Functions and Responsibilities:

- Develop and maintain best-practice policy and procedures and contract compliance for CRC Domestic Violence Intervention Programs.
- Recruit, train and provide direct supervision and general oversight of program case managers and interns.
- Ensure that all DV grant requirements and outcomes are achieved and reported in accordance with requirements.
- Assist in developing grant proposals for the maintenance and expansion of CRC domestic violence services.
- Assist the CRC management team to network and strengthen partnerships with organizations throughout the County of San Diego, for the benefit of program participants.
- Ensure availability and proper use of all program supplies, including bus passes, gas cards, gift cards and other items for program participants.
- Other duties as assigned.

Requirements:

- Bachelor's degree in Social Work, Psychology, Sociology, or a social service-related field required.
- Must have completed state certified 40-hour Domestic Violence Counselor training or complete within 90 days of hire.
- Minimum five years' experience in domestic violence or related service delivery.
- Ability to work sensitively with traumatized and diverse populations and to manage crisis effectively.
- Effective oral and written communication skills with clients, co-workers, and community partners.
- Must possess strong computer and organizational skills, public speaking skills and ability to manage multiple tasks proficiently.
- Must be able to prioritize tasks, meet deadlines, maintain a professional relationship with clients and staff, consistently strive to present a positive image of the agency to the surrounding communities and be able to perform diverse tasks in an efficient and effective manner.
- Bilingual in Spanish preferred.
- MS Office expertise: Word, Excel, PowerPoint, Outlook, Teams.
- Must possess a valid Driver's license.

Physical requirements:

- Primarily sedentary with intermittent standing, walking, bending, stair climbing; occasional driving.
- Occasional light lifting and carrying objects weighing up to 25 lbs.

The CRC is an Equal Opportunity Employer. All employees must have the legal right to work in the United States without support; sponsorship is not available, nor is relocation assistance.



- Ability to work in a standard office environment at a computer, including repetitive use of a keyboard and mouse.

This position is non-exempt and is paid according to state and federal laws. Successful candidates must be able to pass LiveScan and TB test.

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