Job Description – Program Director of Illinois Services

**Hired By: Executive Director**

**Reports To: Executive Director**

**Exempt Position**

**This position can be based in Mount Carroll or Galena, IL.**

**General Role Description**

The Program Director or is responsible for a number of programming duties at Riverview Center to support development, direct services, prevention education, and general operations of the Illinois Sexual Assault and Domestic Violence Services.

**Duties and Responsibilities:**

As the Supervisor of Sexual Assault and Domestic Violence Services in Jo Daviess and Carroll counties of Northwest Illinois:

* Provides thoughtful leadership that is inclusive, transparent and empowering in a manner that supports and guides the organization’s mission to staff who work within all Illinois Programs including clinical director, advocates, therapists, prevention educators, etc.
* Supervision includes orientation, on-going training, day-to-day monitoring of performance and resolution of any internal conflicts. Conduct regular supervision meetings and evaluations of all staff.
* Create and develop service projections for direct service staff and prevention educators to be used for federal and state grants,
* Develop of annual goals for programmatic staff that meet the requirements of the funding sources and reflect the philosophy of Riverview Center.
* Responsible for programmatic development in sexual assault and domestic violence counseling, advocacy, and prevention education.
* Work with the Volunteer Coordinator to maintain an on-call crisis line calendar
* Supervise the sexual assault and domestic violence programs’ record keeping, ensuring that all required documentation, monthly reports and statistics are completed in a timely manner.
* Stay abreast of changes and trends in services at a local, state, and national level.
* Facilitate monthly Illinois SA and DV meetings
* Evaluate IL Prevention Educators’ programs through observation on a regular basis and provide feedback to them.
* Monitor, arrange for and track all conferences, trainings, and other enrichment opportunities of the staff.
* Review and approve all direct service staff timesheets and monitor PTO on an individual basis.
* Serve as an administrative presence in the Illinois Offices, and assist in the needs of the site’s staff including supplies, marketing, networking, maintenance, and general office environment.
* Assist the entire team in creating forms and data entry processes that allow for productive work environment.
* Coordinate and collaborates with all staff for community fundraising efforts in all of the service area.
* Coordinate Sexual Assault Awareness month activities and Domestic Violence Awareness Month activities in the service area.
* Provide direct services to clients via hotline, advocacy, counseling/therapy, on-call schedule, etc. to ensure all clients’ needs are met and staffing levels are adequate, including at least 25% counseling services.

# General Requirements

* Bachelor’s degree in social service administration or related field preferred.
* Minimum of 3 years of experience in management, program development, and staff supervision.
* Previous experience in working with social service agencies preferred.
* Excellent interpersonal, verbal, and written communication skills.
* Strong analytic and strategic thinking skills.
* Must posses the ability to meet deadlines and manage complex interrelated tasks simultaneously.
* Ability to work independently and as a team.
* Must complete 60 hour of Riverview Center training requirements set by Illinois DV and SA standards.
* Ability to work a flexible schedule and to travel locally, in and out of state.
* Must have valid driver’s license and insured transportation.
* The ability to network with professionals in the service area.
* Knowledge of general development concepts and principals.
* The ability to direct programs with a focus on quality and measurable outcomes.
* The creative energy and initiative to design and implement new fundraising ideas.
* Commitment to the philosophy and program of Riverview Center, which includes helping to create a society free from violence.

**Work Environment**  
When applicable and appropriate, consideration will be given to reasonable accommodations.

Mental: Clear and conceptual thinking ability; excellent judgment and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: Computer keyboarding, travel as required

Auditory/Visual: Hearing, vision and talking

Other details:

Starting Salary: $60,000 +

Work Site: Primarily office based, remote work options available 1 day per week based on agency need.

Other benefits: health, dental, vision, supplemental options, employer paid life, employer paid STD, Simple IRA with a dollar for dollar match up to 3%, generous PTO plan and an excellent package of paid holidays.

Contact:

Amy Larsen

Human Resource Director

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**Riverview Center is an equal opportunity employer and service provider**