

## **Transitions of PA Job Description**

**Position:** Programs Director  
**Supervisor:** Chief Executive Officer  
**Classification:** Exempt

### **Summary**

This position has supervisory responsibilities which include the following programs: Domestic Violence, Sexual Assault, Stalking, Human Trafficking and other serious crimes. This position shall be the Direct Services Supervisor as specified in 42 PA C.S.A. §5945.1. This position supervises the following Coordinators: Residential Services, Legal Advocacy, Housing, Counseling/Advocacy, and Family Justice Center (Supervised Custody Exchange and Visitation Center) and CLR Attorney. Supervision for this position is provided by the Transitions Chief Executive Officer (CEO). The Programs Director is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. This position is full-time with primarily daytime and early evening hours. This position participates in back-up on-call duties.

### **Responsibilities**

1. Directs all program staff, hiring, and training talent needed for Direct Services Staff. Ensures that all new direct services staff meet the training requirements before providing direct services.
2. Acts as Direct Services Supervisor identified by PCAR and PCADV to ensure appropriate file management.
3. Review and retain client files for the required time period and appropriately disposes of client paper files after the required time period has expired.
4. Working with the Finance Director, Grants and Contracts Director, and CEO maintain the Custody Exchange and Visitation Center (Family Justice Center).
5. Directs the expansion of the Counseling function based on growing need.
6. Implements direct services activities identified in work plans for PCAR, PCADV, STOP, VOCA, and HUD grants for the agency. Ensures that funds are fully utilized, working closely with the Finance Director and the Grants and Contracts Director.
7. Work with Grants and Contracts Director to identify agency needs for funding sources to sustain the organization's services, including any need generated for new or expanded staff or staff hours.
8. Participate in County STOP Teams.
9. Collaborate with law enforcement agencies, court systems, judiciary and other public entities to ensure referral systems and protocols are in place.
10. Provide counseling and advocacy services to victims of domestic violence, sexual assault, stalking, human trafficking and other serious crimes.
11. Develop and oversee new programs that are consistent with the agency's mission and serve as a coordinator of new programs until they are well-established and reliably funded, and thereafter as directed by the CEO.
12. Work with all departmental coordinators in the implementation and ongoing conduct of new programs and new services within existing programs.

13. Represent Transitions at public events, meetings, coalitions and partnerships as requested by the CEO.
14. Prepare and submit a monthly written report of activities and accomplishments to the CEO and Board of Directors.
15. Working with the CEO, implement programs utilizing HUD funding and ensuring Transitions participation in the Continuum of Care (e.g, Rapid Re-Housing).
16. Complete and maintain required documentation, both in Efforts to Outcome (ETO) software and paper files.
17. Attend meetings and in-service training.
18. Participate in the back-up on-call rotation.
19. Perform other related duties as assigned as allowable by funders.

**Qualifications**

1. Preferred: Must possess a Master’s degree in human services related field with a minimum of two (2) years management experience.
2. Required: Bachelor’s degree in a human services related field with a minimum of five (5) years of experience in management
3. Must be knowledgeable of domestic violence, sexual assault, human trafficking and other serious crimes and relevant issues and their impact on victims.
4. Must be an experienced advocate with knowledge of options available to victims and survivors of domestic violence, sexual assault, human trafficking and other serious crimes.
5. Must have demonstrated supervisory skills and relevant supervisory training.
6. Must have excellent organizational, written and communications skills and a command of computer software and applications, including Microsoft, ETO data base management system, Twitter and Facebook.
7. Must have extensive experience training and working with children, adolescents and adults.
8. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
9. Must have a valid driver’s license, reliable vehicle, and adequate motor vehicle insurance.
10. Must have Act 34, Act 114, and Act 151 clearances.

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Staff Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES AND WORK SCHEDULES AS NEEDED.