



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

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## **Domestic Violence Program Program Director Job Description**

### **GENERAL RESPONSIBILITIES**

The Program Director is the chief administrator of the Dove Domestic Violence Program, which provides services to victims of domestic violence in a five-county area in central Illinois. Major responsibilities include program planning, program administration, personnel supervision, fiscal oversight, volunteer management, and coordination with social service and law enforcement agencies. As the person with primary responsibility for all aspects of the program, the Program Director should be acquainted with crisis counseling and all aspects that surround the provision of services to all victims of domestic violence and their children.

### **EXAMPLES OF WORK**

- Prepares short and long range plans to address needs of victims of domestic violence.
- Makes reports to and works with the Committee Against Domestic Violence on a regular basis.
- Under supervision of the Dove's CEO, prepares proposals for submission to funding sources.
- Completes all required close-out, Program Plan, year end and grant reports to funding sources.
- Makes oral and written reports to the Dove Board of Directors as required.
- Submits monthly program reports for Dove's Newsletter.
- Represents the Domestic Violence Program on a state level through attendance, participation, and membership with the Illinois Coalition Against Domestic Violence (ICADV) and various committees.
- Oversees all hiring, training, scheduling, supervision, evaluation and corrective action of all program staff.
- Provides guidance and support to all program staff.
- Oversees all direct services to clients, including 24-hour telephone hotline, counseling, shelter, support groups and referrals & On-Call Services.
- Oversees 40-hour Domestic Violence Education & Volunteer Training.
- Stays up-to-date on best practices, current research and literature, and effective and appropriate responses to domestic violence.
- Makes presentations to the community about domestic violence.
- Networks with personnel of other agencies to develop enhanced service linkages.
- Attends/participates in Agency, and Domestic Violence Program meetings.
- Attends/participates in agency and program events.
- Performs related duties as necessary to ensure effective program operation.

# Domestic Violence Program

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### QUALIFICATIONS

Candidates should have at least 5 years successful experience in human services, including at least 3 years at the supervisory level. Volunteer work or an advanced degree in a related field will be considered in lieu of experience. The Program Director is expected to have a familiarity with the causes and consequences of domestic violence and prior experience in programs serving clients in crisis.

Special consideration will be given to applicants who can demonstrate expertise in long-range planning, volunteer development, grant writing, fund raising, and program administration. The Program Director must be extremely reliable, sensitive, and emotionally mature. The Program Director must be an Illinois Certified Domestic Violence Professional or obtain this certification within one year of employment.

Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment, all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

### SALARY AND BENEFITS

The introductory salary for this position is \$58,000 to \$65,000 annually. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance (30 hours per week or more), life insurance & disability insurance (25 hours per week or more), direct deposit, matching retirement fund and an Employee Assistance Program.

### WORK CONDITIONS AND ENVIRONMENT

This is a full time salaried position and requires a minimum of 40 hours per week. This employment is contingent upon continued funding for this position. The Program Director reports to Dove's CEO and consults regularly with CADV (Committee Against Domestic Violence). A private office for the Program Director is located in the shelter building. This position is exempt from the requirements of the Fair Labor Standards Act. Days worked may include week-ends, and/or holidays.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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