



**Title: Director, Domestic Violence/Sexual Assault Services**

**FLSA: Exempt**

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**Job Summary:**

The Director is responsible for the effective and efficient functioning of the Sexual Assault and Domestic Violence Services. This involves ongoing funding, fiscal management, adherence to stated goals and objectives, establishment and enforcement of program policies and procedures, and fair and effective service delivery to the populations the programs serve.

**Knowledge and Abilities:**

This position requires excellent communication, interpersonal, organizational and computer skills. It requires the ability to work independently and with minimal supervision. It requires effective decision making and analysis skills. This position requires extensive knowledge of domestic violence and sexual assault issues, trends and best practices in the field.

**Essential Functions:**

1. Professional knowledge and skills sufficient to implement and evaluate program functioning and to stimulate program development.
2. High degree of interpersonal skills and the ability to communicate (oral and written) effectively.
3. Ability to prepare and give input into the operating budget and management of and implementation of the budget.
4. Directs the implementation of policies and procedures in compliance with agency, funding, licensing, certification and accreditation.
5. Establishes and maintains effective communication with all levels of staff, state personnel, advisory board, community groups, clients and volunteer.
6. Completes short and long term strategic planning with the advisory board and the administration of Catholic Charities.
7. Develops and implements with guidance and participation of the Board and staff, the goals and objectives of the programs as outlined by our funding sources.
8. Ability to document service, prepare reports and manage the physical resources of the program.
9. Effective management of program personnel.
10. Being available for special events and in times of emergency.

**Minimum Qualifications:**

Masters Degree in related field of service and must be a licensed if it is a social work degree. Experience with supervision of personnel and budget management is required.

**Scope of Responsibilities:**

The Director is responsible for the following programs operated under the umbrella of Domestic Violence/Sexual Assault Services:

- Crescent House
- Project SAVE
- New Orleans Family Justice Center
- Harmony House
- Sexual Assault Services

**Reporting Relationship:**

The Director reports to the Executive Director of Neighborhood and Community Services, Catholic Charities, Archdiocese of New Orleans