

# Job Description

## About JFS:

At JFS MetroWest, NJ, our mission is delivering compassionate and outstanding social services to enhance the independence and wellbeing of individuals and families throughout all stages of life. We are committed to bringing passionate and customer experience-focused individuals to help us continue to provide the best care to our communities. Currently we are seeking a highly organized, driven and resourceful Program Coordinator of Domestic Violence Services to oversee all services and programming of our Domestic Violence Counseling Services at the Rachel Coalition.

## Summary of the position:

Jewish Family Service of MetroWest NJ is hiring for a full-time position of Program Coordinator of Domestic Violence Services to oversee all services and programming of our Domestic Violence Counseling Services at the Rachel Coalition. Core responsibilities include providing clinical services to survivors of domestic violence, supervising clinical staff; community outreach, education, training, and resource development; assistance with grant development and reporting; ensuring compliance of clinical standards.

**Title:** Program Coordinator of Domestic Violence Services

**Category:** Full time, Exempt

**Reports to:** Director of Clinical Services

**Direct Reports:** Rachel Coalition Outreach Worker

**Location:** Livingston Office 570 W Mt Pleasant Ave # 203, Livingston, NJ 07039

## Position Summary:

Under the direct supervision of The Director of Clinical Services, The Program Coordinator of Domestic Violence Services has primary responsibility for management and oversight of all Domestic Violence (Rachel Coalition) Counseling department including counseling, outreach, case management, training, and educational programs. The Program Coordinator of Domestic Violence Services also carries a clinical caseload of clients.

## Duties and Responsibilities:

The Program Coordinator of Domestic Violence Services is required to perform the direct service duties listed below:

- Provide direct counseling services (individual, conjoint, family and/or group therapy) to a range of clients throughout the Agency.
  - Conduct psychosocial/diagnostic assessments.
  - Formulate and implement service plans. Evaluates client's progress and modifies counseling services/interventions accordingly.
- Establish and maintain a liaison relationship with other service providers and community agencies to coordinate services and programming.
- Create and implement programming related to domestic violence counselling, outreach, and education.
- Provide training for community, professionals, and agency staff around issues of domestic violence and therapeutic interventions.
- Oversee Rachel Coalition Telephone line which includes intakes, information and referral, safety planning and emergency/crisis response, including back up 24-hour crisis telephone line response.
- Responsible for up-to-date record keeping and report writing, as needed.

- Assess client's financial needs and recommend assistance or other budgetary expenditures for clients when appropriate.

## **Administrative Responsibilities**

The Program Coordinator of Domestic Violence Services is responsible for the following administrative responsibilities:

- Provide supervision to all Rachel Coalition Counseling staff.
  - Assign clients as appropriate.
  - Monitoring, evaluating, and addressing staff performance issues.
  - Ensure completion of accurate and current record keeping of all Rachel Coalition client records.
- Collaborate with business office and grants department on grant development and reporting related to assigned duties.
- Manage budgets and spending in accordance with each funding source guidelines.
- Establish and maintain liaison relationships with community agencies in order to coordinate services and programming. Participate in community, interagency planning meetings to assess and develop services for domestic violence survivors, as needed.
- Collect, analyze and conceptualize program data to demonstrate the impact on services.
- Responsible for practicing in accordance with the Agency policies and procedures and the NASW code of Ethics.
- Development and proper implementation of Agency Policy and Procedures related to assigned duties.
- Lead and/or participates in relevant internal and external agency committees and board, committees as requested, including the Rachel Coalition Steering Committee and subcommittees.
- Serves as spokesperson for JFS with regard to Rachel Coalition. Responsible for interpreting the Agency's services to community groups, synagogues, organizations, and others.
- Additional areas of responsibility may be included as Agency needs are determined.

## **Job Qualifications and Skills:**

### **Performance Qualifications:**

- Must have experience in program management and providing direct services to survivors of domestic violence.
- Mature development of oneself as a professional, with demonstrated knowledge of social work practice, staff supervision and program administration.
- Experience and knowledge of direct behavioral health services, including assessment, treatment, and consultation.
- Continually increases professional knowledge of the field of domestic violence by staying current with research, policies, and issues.
- Knowledge and understanding of unique needs and experience of the holocaust survivors and their families/caregivers as they age. Experience in trauma informed care.
- Proficient in MS Office and electronic medical records systems
- Excellent organizational and budgetary skills
- Ability to function independently and efficiently in regard to managing workload and administrative responsibilities.
- Knowledge of JFS mission and identification with JFS purpose and function

### **Skills Required:**

- Public speaking experience strongly preferred.
- Ability to communicate clearly verbally and in written form.

- Ability to make home visits, if required.
- Some positions may require ability to operate a motor vehicle.
- Able to handle stress without significant impairment to functioning.
- Ability to apply new learning to the practice environment.
- Ability to absorb new ideas and attitudes.
- Ability to form therapeutic relationship with clients and positive collegial relationships.
- Ability to organize and manage workload.
- Ability to keep records.
- Familiarity with and sensitivity to Jewish identity (including its religious, ethical, cultural and social values).

**Clinical/Education and License Requirements:**

- Graduation from an accredited mental health Master's program (I.e.: Social Work, Psychology, Counseling, Marriage and Family Therapy)
- Independent Clinical License in the State of New Jersey; NJ Professional Licensure (IE: LSW/LCSW, LPC, LMFT)
- Minimum of five years post graduate and clinical experience; 3 years in domestic violence direct service. Two years of supervisory experience and have completed the required NJ Clinical Supervision Courses.
- Postgraduate experience or training on current domestic violence issues and field.

**Working Conditions:**

Works in office environment.

Resumes should go to [Lhennion@jfsmetrowest.org](mailto:Lhennion@jfsmetrowest.org)