



COMMITTEE TO AID ABUSED WOMEN

Job title: Director of Temporary Protection Order Project
Department: Temporary Protection Order office
FLSA: Exempt
Status: Regular
Reports to: Executive Director

Interested candidates should forward resumes and cover letters to CAAW Executive Director, Denise Yoxsimer, at denisey@caaw.org by Tuesday, September 30, 2014.

Position Summary:

The Director of the Temporary Protection Order (TPO) Project will lead the Committee to Aid Abused Women's (CAAW) TPO Project located at the Second Judicial District Court. This Project is designed to increase and enhance safety for victims of domestic violence in Washoe County. This position is responsible for coordinating and supervising all activities related to the TPO Project including advocating for victims of domestic violence, supervising and evaluating TPO staff and volunteers, acting as a liaison with the court, use of Court and Department of Public Safety (DPS) data bases and the ability to train and monitor staff on use of Court and DPS data bases, initiating and performing community outreach, and compiling statistical reports required for grant reporting. The Director of the Temporary Protection Order Project will incorporate best practices from the field of domestic violence service provision and the judicial system in all aspects of the TPO Project.

Essential Functions:

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

1. Utilizing best practices from the field coordinates the provision of direct client services to applicants for protection and related orders at the Second Judicial District Court.
2. Advocates with and for victims of domestic violence, individually, with court and county personnel and with the general public.
3. In a collaborative and positive manner, leads, supervises, trains and evaluates TPO Project staff and volunteers.

4. Collects data and compiles and analyzes statistical information for monthly, quarterly, annual grant reports.
5. Serves as a liaison between the Committee to Aid Abused Women and the Second Judicial District Court.
6. Conducts educational and outreach presentations.
7. Envisions and articulates needed funding for enhancements to the TPO Project.
8. Performs other duties as appropriate.

Knowledge, Skills and Abilities:

1. Ability to create and articulate a vision for CAAW's TPO Project based on research and evidence based practices.
2. Knowledge of community, and proven collaborative partner in community initiatives across a spectrum of human services.
3. Team oriented leader who can mentor staff and assist them in growing in their roles as advocates.
4. Ability to plan, direct and review the work of others.
5. Excellent interpersonal skills, demonstrated through positive customer service skills, and ability to relate to people of varying ages and backgrounds.
6. Effective conflict resolution skills, particularly relative to working with clients in crisis.
7. The ability to take initiative and independently manage the details of multiple projects, to track activities, meet deadlines and evaluate success.
8. Demonstrate problem solving and self-starting skills.
9. Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
10. Disciplined and able to maintain confidentiality.

Minimum Qualifications:

BA or BS in counseling, social work or human services related field, or equivalent professional experience required. Three to five years experience working in a human services related field. Supervisory experience managing staff/volunteers.

Physical Requirements:

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or repair materials.

Revised September, 2014