

***Strengthened by diversity, the Association draws together members who strive to create opportunities for women's growth, leadership and power in order to attain a common vision: Peace, justice, freedom and dignity for all people. The Association will thrust its collective power toward the elimination of racism wherever it exists and by any means necessary***

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## **Director of Sexual Assault Crisis Service (SACS)**

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Reports To: YWCA Associate Director Date: rev. 3/2018  
Department: SACS FLSA Status: Exempt Pay Grade: C

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### **Position Summary:**

As a member of the YWCA New Britain, and the Sexual Assault Crisis Service (SACS) team, this position oversees all aspects of daily operation and staff supervision for offices located in New Britain and Hartford, serving 46 towns. The Director of SACS is responsible for the development and implementation of services to survivors of sexual assault, and established prevention programs. This individual is a member of the YWCA Senior Management Team.

### **Essential Duties and Responsibilities:**

1. Provide daily leadership for staff in accordance with Agency and Department Mission and Core Values.
2. Recruit staff, as needed, in accordance with YWCA EEO policies and procedures, and in accordance with department funding.
3. Train and certify staff while adhering to guidelines set forth under C.G.S. 52-146k.
4. Provide ongoing supervision and evaluations, complete re-certification as required.
5. Set schedules in accordance with coverage needs, and in compliance with Connecticut Alliance To End Sexual Violence (The Alliance) policies and department budget.
6. Other related duties as appropriate.
7. Be familiar with guidelines required for program implementation and service provision as required by The Alliance and other government or funding entities.
8. Oversee the accurate preparation and timely submission of statistical and progress reports to funders, or government agencies, as appropriate.
9. Be thoroughly familiar with department service goals; review monthly statistical data for progress towards goals.
10. Develop and implement plans to provide outreach and build relationships with community partners, municipal leaders, religious organizations, media, etc. in New Britain and Hartford service areas in coordination with supervisor, Executive Director, and overall organizational plans.
11. Professionally represent the SACS Department and The YWCA, at community meetings, maintaining and developing external contacts to support both agency and department services.
12. Oversee department participation in community events that support the SACS mission, i.e. Week Without Violence, Take Back the Night, etc.
13. Attend meetings as assigned.
14. Create and implement strategic plan for department
15. Develop and manage department budget.
16. Assist in department grant development and management in cooperation with Associate and Executive Director.
17. Perform special projects, and other duties as required or assigned.

18. On call 24 hours as back up to staff and volunteers on hotline.
19. Work some evenings, holidays and weekends as appropriate.
20. Accept other assignments and projects as appropriate.

### **Qualifications**

1. Ability to plan, organize, develop, implement, and interpret programs, goals, objectives, policies, procedures of the SACS department.
2. Demonstrate flexibility to accommodate a rapidly changing environment.
3. Ability to meet people with ease.
4. Excellent organizational skills, detail oriented, disciplined self-starter.
5. Willingness to become state certified sexual assault crisis Counselor/Advocate as outlined under C.G.S. 52-146k within three months of hire.
6. Bachelor's Degree required. Master's Degree in Social Work, or related field preferred.

### **Knowledge, Skills and Abilities:**

1. Leadership: a demonstrated ability to lead people and get results through staff and volunteers.
2. Planning: an ability to think ahead and plan over a 3-6 month time span.
3. Able to analyze financial information, budget and manage financial resources effectively.
4. Strong team player. Hires, trains, develop and appraise staff effectively.
5. Computer proficiency including data base management, word processing and presentation (e.g., PowerPoint, desktop publishing) software.

### **Physical Demands/Hazards:**

1. Must be able to stand, walk, sit, talk, hear, use hands; climb stairs, balance, kneel or crouch. Specific vision abilities required by the position include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.
2. Travel requirements, including to local hospitals, police stations, courthouses, social service agencies, community meetings, etc.

### **Education and Experience:**

1. Bachelor's degree in Social Work, Psychology or a related field or equivalent, and minimum of 3-5 years of previous supervisory experience required. Master's Degree preferred.
2. Prefer 3-5 years experience in program management.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.