

JOB OPPORTUNITY

FAMILY JUSTICE CENTER DIRECTOR

The goal of the Family Justice Center (FJC) is to increase the safety of victims who have experienced domestic, intimate partner and dating violence, sexual assault and stalking by providing them with comprehensive, confidential, and culturally competent services and legal remedies in one location, delivered with informed sensitivity, and to concurrently increase offender accountability.

The FJC Director position requires a strong leader with a broad set of skills. The Director will be responsible for oversight and coordination of FJC partners, in addition to relationship-building with law enforcement in order to better serve victims. A necessary function of the Director is planning for the future of the FJC including financial sustainability and expansion and growth to best meet the needs of the community. The Director will also conduct meetings of the FJC Steering Committee and other responsibilities as noted below:

Credentials

1. Minimum of a Bachelor's Degree and 5 years of experience working with victims of domestic violence.
2. Extensive knowledge of domestic violence and a history of work in the area of the victimization of women, including but not limited to domestic violence, child abuse, elder abuse and sexual abuse.
3. Demonstrated ability to work collaboratively with community organizations and local government.
4. Demonstrated ability to fundraise, write grants, develop and modify budgets.
5. Demonstrated ability to create and manage programs and personnel.
6. Ability to develop and implement training modules for various entities including but not limited to law enforcement, judiciary and the not-for-profit community on victimization issues.
7. Capacity to write reports, maintain demographic and statistical data.

Duties and Responsibilities

1. Supervise the daily operations of personnel co-located at the FJC including those from not for profit agencies that work with victims of domestic violence and sexual assault.
2. Work cooperatively with all county departments including the Office for Women, the Department of Probation, the District Attorney's Office and Department of Social Services, to name a few.
3. Maintain the FJC Operations Manual with mission and objectives; organizational responsibilities; and security protocols for FJC staff and for FJC visitors.
4. Implement written policies and procedures for staff and volunteers regarding confidentiality and information sharing in working with victims of the Family Justice Center.
5. Ongoing responsibility to ensure compliance with the U.S. Department of Justice Office on Violence Against Women is met regarding the accompanied federal grant. This will include but is not limited to collecting and managing the data for grant progress reports and goals.
6. Lead strategic planning meetings with all partner agencies.
7. Attend training sessions at various sites in the nation as designated by the federal offices associated with the U.S. Department of Justice's Office on Violence Against Women Act grant.

8. Conduct community outreach to give the Westchester County community an understanding of the FJC and its unique service capabilities. Additionally, develop and update all promotional materials as needed, the FJC brochure in English/Spanish and Public Service Announcements, and related flyers.
9. Develop comprehensive Countywide training modules specifically designed for the FJC. Coordinate, implement and train members of the judiciary, law enforcement, prosecutors, victim advocates, faith leaders and the general public. Coordinate the training by utilizing grant partners in a multi-disciplinary paradigm that will address victim safety and privacy via the utilization of technology, information sharing, safety planning, and informed consent.

Location

The Family Justice Center is located in the Westchester County Court Complex at 111 Dr. Martin Luther King, Jr. Boulevard in White Plains.

Annual Salary

\$85,000 (no benefits)

This position will be classified as a contracted consultant with Westchester County.

To apply, submit a resume by email (preferred) or mail to:

**Francine Perretta
Deputy Commissioner
Westchester County Probation
111 Dr. Martin Luther King Blvd.
White Plains, NY 10601
(914) 995-3503
Fmp2@westchestergov.com**

APPLICATION DEADLINE: December 15, 2013