



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **HOME SAFE PROGRAM ASSISTANT MANAGER**

**Domestic violence survivors and people of color strongly encouraged to apply**

**RESPONSIBILITIES:** Collaborates with the Home Safe Program Manager to provide leadership and support for the day to day operations of the Home Safe Program, which includes participants receiving emergency Bridge or hotel housing, and DV Housing First rapid re-housing services.

**REPORTS TO:** Home Safe Program Manager

**HOURS:** 40 hours per week; Monday-Friday, business hours. Occasional evening or weekend hours as appropriate to meet program needs.

**COMPENSATION:** \$54,080 with medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is an Exempt position.

#### **RESPONSIBILITIES:**

##### **Agency Strategic Plan**

- Partners with the Program Manager to provide leadership and oversight to ensure the successful transition to, and ongoing implementation of, the Home Safe Program.

##### **High Quality Program Operations**

- Provides helpful and sensitive interactions with program participants as needed.
- Supports Survivor and Housing Advocates with day to day tasks and problem-solving.
- Provides flexible support and back-up to Program Manager and Advocates as needed.
- Provides flexible support to staff and researchers in relation to the DV Housing First Demonstration Project.
- Ensures that Bridge Housing facilities are well-maintained for residents and staff, and in accordance with funders' requirements.
- Conducts routine income verification processes for participants.
- Collaborates with the Program Manager to create and update program policies and procedures.
- Updates the resident handbook as needed.
- Maintains smooth office operations by answering the phone, ordering supplies, facilitating payment of bills and arranging for maintenance of office equipment.
- Creates and updates forms and informational handouts.
- Ensures compliance with record retention and destruction schedules.
- Coordinates special projects as needed.

### **Data Integrity**

- Collaborates with the Data Coordinator to serve as database point person for Home Safe Program Staff.
- Supports program data entry efforts as needed.

### **Staff Supervision**

- Supervises the Home Safe Program Facilities Coordinator.

### **Community Networking**

- Networks with community partners to strengthen and build relationships, and promote New Beginnings' services. Attends community meetings as requested by the Program Manager.

### **Resource Development**

- Participates in fundraising events and activities as appropriate.
- Provides program information, stories and data as needed by the development team to build donor support and pursue funding opportunities.

### **Team Work and Professional Development**

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high quality services to survivors.
- Participates in all staff meetings, Home Safe Program team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

### **QUALIFICATIONS:**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- At least four years' experience providing participant or administrative services in a human service setting; experience in a domestic violence agency a plus.
- Knowledge about the dynamics of domestic violence and the impact of trauma on survivors and their children.
- Experience with staff, intern or volunteer supervision.
- Experience with organizational change a plus.
- Ability to motivate and inspire colleagues, and engage them in a proactive and positive manner.
- Demonstrated flexibility and willingness to adapt to changing needs.
- Ability to relate to diverse survivors in a welcoming, supportive, culturally competent manner.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast paced environment.
- Proficient with data collection and outcomes reporting.
- Experience with Salesforce or another CRM database a plus.
- Experience with HMIS and/or InfoNet a plus.
- Proficient with Microsoft Office applications.
- Strong attention to detail and follow-through.
- Ability to maintain participant confidentiality.
- Ability to effectively network with a wide range of community service providers.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Possession of a valid Washington State driver's license. Access to reliable personal car a plus.

**Send resume and cover letter detailing experience to [info@newbegin.org](mailto:info@newbegin.org). Additional agency information available at [www.newbegin.org](http://www.newbegin.org).**