

Job Title	Family Violence Services Coordinator
Employer/ Agency	Texas Council on Family Violence
Job Description	<p>The Texas Council on Family Violence is a statewide organization representing a network of domestic violence programs that provide direct services to victims and their families, and serves as the voice of victims at the state level while working with local communities to create strategies to prevent family violence</p> <p>The Family Violence Services Coordinator builds relationships and develops resources that enhance and support capacity building and technical assistance for family violence programs and Battering Intervention and Prevention Programs (BIPP) in assigned regions of the state. Using TCFV’s strategic plan as a guide, the Family Violence Services Coordinator coordinates and facilitates training, audits BIPP programs to insure compliance with funder guidelines and minimum standards, plans conference and training events and leads specialized projects. This position requires high degrees of professionalism, energy, adaptability, and attention to detail with a strong ability to strengthen relationships, collaborate, and respond to constituent needs.</p> <p>II. Priority Functions / Accountabilities</p> <p>1. Cultivates and maintains relationships with program leadership and other staff at family violence and BIPP programs as well as other stakeholders to enhance capacity of programs to provide services to family violence survivors and offenders:</p> <ul style="list-style-type: none"> • Assesses and responds to needs of local family violence and battering intervention programs by working collaboratively with other TCFV staff and local program leadership. • Develops knowledge and stays current on trends, innovations and best practices on a state and national level in the fields of victim services and battering intervention. • Responds to requests for technical assistance from regional family violence and BIP programs and other constituents in a supportive, timely manner. • Proactively provides individual and program members with current regional and statewide family violence information. • Coordinates annual membership meetings and regional trainings within assigned regions. <p>2. Develops and implements resources, events and materials that strengthen the capacity of family violence and battering intervention programs statewide:</p> <ul style="list-style-type: none"> • Identifies local, regional and statewide programmatic needs and trends and makes recommendations for program and strategy changes and/or improvements. • Develops, facilitates and evaluates training sessions, technical assistance, publications, web content and other capacity building options for statewide family violence programs and BIPPs.

- Plans, develops, and coordinates statewide conferences, webinars, educational sessions and training toolkits.
- Serves as lead on signature capacity building project by developing project vision, timeline, and budget, working with sub-contractors, speakers and presenters, providing leadership within team to involve team members in completing project.

3. Audits state-funded battering intervention programs to assess compliance to state guidelines and minimum standards:

- Develops knowledge and stays current on state guidelines, offender accountability models and curricula, strategies for holding offenders accountable, and an understanding of how BIPPs contribute to victim safety.
- Contributes to team efforts in the development and enhancement of audit materials and processes.
- Evaluates compliance with state guidelines by monitoring groups and examining program files and documentation and preparing a thorough written report.

4. Financial / Administrative

- Utilizes agency’s resources responsibly.
- Ensures timely and accurate reporting of grant activities, including contributing information for agency’s funding applications.
- Prepares, manages, and adheres to annual work plan and budget for project activities.
- Assists in ensuring compliance with all TCFV contracts
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Qualifications

III. Minimum Knowledge, Skills, and Abilities Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Critical analytical skills to understand the political, social, financial and external issues affecting service providers; ability to foresee and interpret trends and the dynamic changing needs of TCFV members and to develop processes and resources to respond effectively and in a timely manner.
- Thorough knowledge of domestic violence issues and circumstances faced by those experiencing domestic violence.
- Communication skills that analyze for audience and purpose and are suitable for presentation and written publication, and strong presentation skills and public speaking abilities.



- Exceptional interpersonal skills to elicit commitment to and advancement of TCFV's mission and vision both internally and externally and to respond diplomatically to challenging issues.
- Strong ability to give and receive feedback with openness and respect.
- Strong team building, leadership and project coordination skills to effectively guide statewide response to changing environments.
- Self-starter, energetic, able to work independently, enjoys creating and implementing new initiatives and thrives in a dynamic environment.
- Demonstrated ability to work under tight and/or changing timelines with adaptability, flexibility and attention to detail.
- Strong time management skills to coordinate and prioritize own and others' activities, evaluate progress, and to allocate resources to complete activities with set deadlines.
- A minimum of two years' experience (three preferred) in domestic violence programs, which includes providing direct services to survivors and knowledge of BIPP.
- Bachelor's Degree in a related field or any combination of related education and experience with a documented record of the ability to perform duties and responsibilities of the position.
- Working knowledge of Microsoft Office Suite; and demonstrated ability to learn new software as needed.
- Bi-lingual Spanish language skills preferred.

IV. Working Conditions and Environment/Physical Demands: Ability to read, write and converse in English, and to travel overnight extensively and tolerate prolonged sitting or standing. Must possess the emotional and physical stamina to deal with a variety of stressful situations, such as: responding to complaints; handling difficult internal and external interactions; effectively working long and, at times, odd hours; maintaining a professional attitude throughout.

Application Method

To be considered for this position, a cover letter, resume and completed employment application are required. The application may be downloaded at <http://www.tcfv.org/wp-content/uploads/2014/02/Employment-Application.doc>. Email documents to kmcalister@tcfv.org or Fax to 512-685-6397, Attn: Kate McAlister.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.