



Organization Name:

180 Turning Lives Around

Job Title:

Safe House Program Director

Organization Overview:

180 Turning Lives Around, LLC is a non-profit organization dedicated to providing comprehensive services to individuals and families affected by domestic and sexual violence. Our mission is to empower survivors, promote safety, and create lasting social change through advocacy, education, and support services.

Position Summary:

The Safe House Program Director is pivotal in ensuring the effective operation of the domestic violence shelter and requires a dynamic leader who is passionate about supporting survivors, advancing program capabilities, and improving community resources.

Responsibilities:

- **Supervision of Shelter Operations:** Oversee all aspects of domestic violence shelter operations, including intake processes and daily operational activities, ensuring a safe and supportive environment for residents.
- **Staff Management:** Provide individual supervision and support to shelter case managers, including night and weekend residential advocates, and shelter operations staff, fostering a collaborative team atmosphere.
- **Training and Education:** Develop and deliver training programs for staff and community education sessions on domestic violence, ensuring that all personnel are well-prepared to address the needs of residents effectively.
- **Stakeholder Engagement:** Actively participate in stakeholder meetings, including those with the New Jersey Coalition Against Domestic Violence (NJCEDV), to represent the shelter's interests and advocate for the needs of domestic violence victims.
- **Community Needs Assessment:** Advise the Executive Director on emergent and changing community needs regarding domestic violence services, helping to shape program responses and resource allocation.
- **Special Populations Awareness:** Stay informed about the needs of victims of trafficking and ensure staff receives appropriate training to provide effective support to this population.
- **Committee Participation:** Serve on relevant community committees, such as the State Coalition for Battered Women and the County Comprehensive Emergency Assistance System (CEAS) Committee, to collaborate on best practices and resource sharing.
- **Data Management:** Maintain accurate client statistical records, oversee data collection processes, and ensure the development and use of necessary forms and evaluative procedures.
- **Crisis Intervention Training:** Ensure that all staff members receive comprehensive training in crisis intervention techniques, equipping them with the skills and knowledge to effectively support residents in high-stress situations and respond appropriately to emergencies.
- **Compliance Oversight:** Ensure the shelter complies with all occupancy, fire safety, and other relevant codes and regulations, maintaining a safe environment for all residents.



- **Inventory Management:** Supervise shelter supply inventory and coordinate facility repairs, ensuring that the shelter is adequately stocked and maintained.
- **Food Program Management:** Oversee government-funded food programs, ensuring compliance with reporting procedures and maintaining high standards of service for residents.
- **Leadership and Advocacy:** Serve as a leader within the organization, promoting best practices in service delivery, fostering a culture of empowerment among staff and residents, and advocating for systemic changes to benefit survivors of domestic violence.
- **Program Advancement:** Lead the initiative to advance the program into the future by implementing new technologies that enhance operational efficiency and safety.
- **Policy and Procedure Development:** Develop and implement innovative policies and procedures that ensure the shelter operates in a comprehensive, efficient, and safe manner, continuously improving the quality of services provided to residents.

Qualifications:

- Master's degree in a human services field.
- At least five years of experience in residential services, specifically in domestic violence or related fields.
- Minimum of three years of counseling experience and administrative/supervisory experience.
- Bilingual in Spanish and English is required to effectively communicate with diverse populations.
- A valid NJ driver's license and reliable transportation are required.
- Ability to work evenings and weekends when coverage is needed and be available on-call.

Reporting Relationship:

Reports to the Executive Director

Location:

Hazlet, NJ area

Work Week / Schedule:

Generally Monday – Friday, 8:30a-5pm, but this position will require the ability to be on-call and work evenings, weekends, and holidays when coverage is needed.

Salary Range:

\$85-90k

Benefits Summary:

This is a full-time position eligible for medical, dental and vision benefits after 30 days of employment. Company paid life insurance, 401k, and generous paid time off.

How to Apply:

To apply, send your resume to Jenna Diorio, jdiorio@enformhr.com

Equal Opportunity Employer Statement:

We will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.