

## Gateway Domestic Violence Services

### Job Description: Non-Residential Services Director

For over 41 years, Gateway Domestic Violence Services has been a leader and an innovator in the services that it provides to survivors of domestic violence and their children in Aurora and Arapahoe County in Colorado. Our mission is “to prevent and eliminate intimate partner violence through counseling, residential care, and empowering people for social change.” Building upon this solid foundation, we are currently seeking a dynamic individual to join our core leadership team as the Finance & Operations Manager.

Aurora is the most diverse city in Colorado. We are committed to developing a team that is representative of those served and offering a welcoming environment for all who utilize our services and our staff. This position offers the opportunity to be a catalyst for driving positive change, both at Gateway and in the community.

**Overview of Duties:** Oversee and supervise nonresidential counseling services to victims of domestic violence and their children, to include crisis intervention, intake services, individual and group counseling, advocacy, referrals, and follow up.

**Supervision Received:** Works under the supervision of the Deputy Director.

**Supervision Exercised:** Supervises clinical therapists, Bilingual Counselor, Advocate, interns and volunteers

#### **Specific Duties:**

##### **Clinical**

Provides crisis intervention when appropriate, screening and assessment services to victims of DV; assigns intakes for nonresidential services.

Ensures advocacy and follow up services as needed; acts as liaison between local agencies and clients when necessary.

Oversees the completion of child abuse reports, when necessary, in a timely manner.

Oversees therapists and staff case planning, setting goals with client, assessing need for further services, termination, follow-up, and back-up planning.

Provides regular supervision to nonresidential staff, facilitates weekly team meetings, and conducts timely evaluations of staff performance in accordance with personnel policies. Responsible for reviewing correct timesheets for work and submitting them for payroll.

Oversees the operations for maintaining complete client files, including standard forms and progress notes; records all client contact; prepares and collects statistical data on a monthly, quarterly, yearend/regular basis. Maintains confidentiality within the team within the limits as perceived by law.

Resolves issues or problems among staff utilizing conflict resolution and skills.

Assists in overseeing best practices for safety and security for clients are followed.

Manages a client caseload and conducts both individual and group therapy sessions.

## **Community Work**

Develops awareness of community resources available for referral purposes.

Participate in speaking engagements when possible.

## **Requirements/Qualifications**

Master's degree in social work, psychology, counseling, or a related field

DORA Licensure as LPC, LCSW or LMFT

2+ years of direct clinical work including trauma informed care

4+ years of experience in a social services field

2+ years of experience in program management and providing supervision

Ability to serve as an inspirational and compassionate leader, develop and maintain a strong team and collaborate within all programs at Gateway

Experience utilizing appropriate and effective crisis intervention skills in stressful or threatening situations

Experience with overseeing case planning including goal setting and termination planning

Knowledge of domestic violence and its effects on the family

Sensitivity to cultural and socioeconomic characteristics of population served

Ability to multi-task and manage deadlines including the gathering and reporting of statistics of the Nonresidential Program on a monthly basis

Strong problem-solving skills

Written and verbal communication skills

Preferred -

Experience working in collaboration with local community agencies and the criminal justice system

Bilingual skills

Knowledge of local housing resources

**Work Environment:** Work is generally confined to a standard nonresidential facility environment. The nature of the work may subject the employee to potentially threatening situations from time to time.

**Gateway Domestic Violence Service's Policy of Nondiscrimination:** It is the policy of Gateway Domestic Violence Services to provide services, hire employees, and recruit volunteers without regard to race, color, age, religious beliefs, national origin, actual or perceived sex including gender identity, gender expression, immigration status, creed, ethnicity, disability, actual or perceived sexual orientation, level of education, spoken language, financial status, military status, or any other consideration prohibited by law.

**Compensation and Benefits:** Gateways pays 80% of employees' health insurance, 100% of vision and life insurance, and the dental plan costs less than \$10 a month. We greatly value

each employee and offer paid time off, resources for self-care and for professional development and a 100% free and confidential Employee Assistance Program.

Pay range is \$54,500 to \$62,500

Submit resume to [job@gatewayshelter.org](mailto:job@gatewayshelter.org)