

**COMMUNITY AGAINST VIOLENCE**  
**JOB DESCRIPTION**  
Rev. 3-23-20

**JOB TITLE:** Associate Director  
**REPORTS TO:** Executive Director  
**HOURS:** Full Time/40 Hours  
**SALARY:** \$70,000-\$80,000, DOE + Benefits, Exempt

**SCOPE OF POSITION:** Provide supervision and oversight of CAV's direct services and prevention programs. Engage in reflective supervision of staff. Work to ensure cohesive unified programming consistent with current best practices, CAV philosophy and mission statements, and in alignment with federal and state laws and grantors' regulations and agreements.

**PRIMARY RESPONSIBILITIES:**

1. Supervise components of direct service and outreach/prevention programs related to program development, implementation, and long-term goals of agency.
2. Provide training and support to employees; assist in identifying training needs of employees.
3. Provide crisis intervention/safety planning and range of support services as needed.
4. Provide education and guidance around sexual assault, domestic violence, stalking, dating violence, and child and elder abuse for community agencies and new employees.
5. Provide oversight of programs to ensure highest quality of services of clients in a trauma-informed manner.
6. Provide individual supervision to supervisors monthly, more frequently when needed.
7. Provide on-going and as needed supervision of services, confidentiality standards and practices, and referrals.
8. Strengthen and develop program services for program participants, in accordance with agency's trauma-informed philosophies.
9. Supervise grant staff and ensure high-quality grant applications.
10. Write grant reports and provide grant billing as needed.
11. Oversee HUD-related activities and ensure program goals are accomplished.
12. Continue and develop strategic partnerships within the community and attend MDT, CCRT, and other collaborative meetings.
13. Provide outreach to local organizations.
14. Attend community events.
15. Assist and make recommendations in program design, development, and implementation of services, including the transitional housing programs.
16. Assist in program policy and development.
17. Embrace and embody the mission, vision, guiding principles and goals of CAV.
18. Inspire and support leadership, strengths-based employee supervision, with systems' accountability.
19. Complete and submit weekly/monthly paperwork and reports in a timely manner.
20. Attend statewide coalition and network meetings on behalf of the agency as requested by the Executive Director.
21. Attend all staff meetings, board meetings, and in-service trainings as requested by the Executive Director.
22. Become knowledgeable of the ways in which working with people who have experienced trauma, domestic or sexual violence, child/elder abuse, impacts employees and proactively

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work to limit the effects of compassion fatigue by seeking supervision when common signs are present.

23. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with, including co-workers, survivors, and the community.
24. Be familiar with other areas of CAV – for example: administrative, store, and fundraising.
25. Coordinate with all other CAV program components, as necessary.
26. Participate in all agency events. (Other CAV staff are required to participate in a minimum of three each year.)
27. Cultivate full understanding of and abide by confidentiality required by CAV, and federal and state laws, and ensure the same within employees this position supervises.
28. Other responsibilities as assigned by Executive Director.

**Covered (“Non-Exempt”) and Not Covered (“Exempt”).** All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt,” includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt,” employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive, or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for qualifications for overtime. If an employee believes CAV’s classification is incorrect, the employee should contact HR for an analysis of their position and functions.

### **MINIMUM STAFF QUALIFICATIONS:**

Bachelor’s Degree in social service field with one (1) year experience in the domestic/sexual violence population and at least one (1) year experience in supervision/administration, or comparable number of years of applicable work experience.

Must participate in a minimum of forty (40) hours of relevant training in DV/SV/CA initially. Twenty (20) hours minimum of ongoing training per year, may include NMCADV, CSVANW, VOCA, or VAWA training. Must be 18 years of age or older.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.