

**Lake County Crisis Center
Executive Director Job Description**

Title: Executive Director
Program
Responsibility: All Programs
Hours: 35 hours per week with some evening/weekend hours and travel;
exempt position
Supervisor: Board of Directors Executive Committee
Compensation: Salary range DOE, 14 hours PTO per month, and 10 paid holidays
Supervises: Full-time and/or part-time employees (advocates) and volunteers.

Preferred Qualifications: Master's or a Bachelor's Degree in Social Work or in a related field. In lieu of a degree, a high school diploma or equivalent with at least two (2) years' experience providing support, assistance, and/or advocacy to victims/survivors of domestic violence, relationship violence, sexual abuse including sexual assault, stalking and elder abuse. Proof of successful completion of Oregon's Advocacy Training requirements or the ability to complete training within the first three (3) months of employment.

Experience and the ability to manage a budget in excess of \$100,000 annually using QuickBooks.

Strong and effective oral communication skills to support individuals in crisis, the ability to interact successfully with the public, other agencies, organization, and law enforcement. Demonstrated written communication skills to include the ability to create effective, clear communications, documents for a wide range of audiences, grant writing and reporting. In addition to English, fluency in Spanish is preferred but not required.

Strong organizational skills are necessary to handle multiple cases and functions of the position. Knowledge of various computer applications to manage and perform work responsibilities.

Requirements:

Ability to maintain a high level of ethical behavior in order to safeguard personnel and client confidentiality. Maintain a professional appearance and demeanor to be able to interact with people of varying skills, abilities, life experiences and diverse backgrounds.

Willingness to work weekends, holidays, share in after-hours and on-call crisis line duties, when necessary to provide services.

Competency in working under federal and state mandates such as Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), and other legal mandates to insure that program and services are in compliance.

Must have a valid Oregon driver's license and proof of insurance. (Please note: a California driver's license is valid for a resident of New Pine Creek, California).

Must agree to and pass a background check.

AUTHORITY: For overall implementation of policies and procedures approved by the board of directors; oversight of all center operations and supervision of staff and volunteers.

RESPONSIBILITIES:

- Advocate for victims/survivors of domestic violence, sexual abuse including sexual assault, stalking, and elder abuse and people with disabilities.
- Provide direct service support and advocacy to all clients.
- Accompaniment to court hearings and to the hospital, as needed or per client request.
- Provide emergency and referral services to clients, as needed.
- Assist clients in relations with other agencies and organizations in obtaining the services needed to empower the client.
- Distribute information on available services.

Administration: To ensure the effective functioning of Lake County Crisis Center (LCCC), including;

- Implement office and personnel policies to ensure full compliance with federal and state laws.
- Recommend staff hiring to LCCC board of directors for approval.
- Supervise staff.
- Serve as primary liaison with the board, providing office updates and board training, as needed.
- Obtain and retain grant funding for operations and special projects, as approved by the board of directors.
- Maintain in good repair the fixed assets and physical facilities used by the LCCC. Ensure that sufficient office space is available to appropriately house all LCCC organizational staff and programs, and coordinate efforts to maximize the efficient use of available space to include planning for future space needs.

Financial Management:

- Develop annual operating budget, cash flow planning and long-range financial projections
- Oversee expenditure, investments and banking practices.
- Communicate fiscal information to board on monthly basis.
- Staff liaison for audits as necessary.
- Assure, with assistance of accountant, the closing of the books for the prior fiscal year and report to the board of directors.

Fundraising:

- Develop ongoing relationships with basic grant funders.
- Prepare fundraising materials
- Develop and implement plans for major fundraising events with assistance from board.

Leadership Responsibilities:

- Develop and maintain productive working relationships with other service providers in Lake County, the region and state.
- Network with applicable state and national organizations to maintain a voice in setting organizational direction and to stay knowledgeable on current issues.
- Implement goals as set forth by the LCCC board of directors

Visibility and Outreach:

- Communicate to the public through the media and other forums.
- Develop and oversee all publicity regarding LCCC.
- Develop the annual report.

Program Responsibilities:

- Evaluate all aspects of current program for quality and community need.
- Advocate developing appropriate programs to address emerging needs.
- Ensure training and educational materials complementing current services and delivery plan.

Employee Signature

Date

LCCC Chair

Date

