## **Job Title**

Assistant Director

## **Reports To**

The Assistant Director will directly report to the Director of VAS.

## **Job Overview**

## The Assistant Director assists in grant management and other administrative tasks, develops, directs, and supervises the programs and services of staff providing support to victims of sexual assault and other crimes as well as prevention activities and collaborations to assure best practice when servicing victims, and outreach to the community The Assistant Director serves as a member of the VAS Leadership Team and Management Support Team.

## **Responsibilities and Duties**

## Assist Director with grant management, administrative tasks, coordination and execution of programs and services.

* Conducts case file reviews and monthly audits to ensure accuracy and compliance for direct staff.
* Communicate with program staff to clarify grant deliverables.
* Assist with the development and implementation of new administrative policies, procedures and controls for VAS incorporating specific program needs.
* Assist with grants proposals, monthly, quarterly, and annual reports to funders and WestCOP.
* Regular consultation with the Director regarding program deliverables, budget updates or discrepancies.
* Plan and co-facilitate monthly and quarterly staff meetings.

## Coordinates and oversees the program development and implementation of victims’ services.

## Supervises and appraises direct services staff to assure staff support, accountability, and accomplishment of individual grants requirements. Assists direct program staff in developing and implementing plans and goals for their respective work plans.

* Hiring: Postings, search, interviews and hiring process for open positions
* As a member of the leadership team with the Director, the Coordinator of Clinical Services and Survivor Response Program Manager, sets VAS strategic plan, including innovations in services and opportunities to inform the field, and develops services goals.
* Assist with all agency operations (i.e., HR, IT, Facilities, etc.)
* Fosters and maintains positive relationships with partners in Westchester County, New York State and across the country by participating in committees, task forces, community groups and list-serves.
* Plans community events related to VAS programs and interacts with the public.
* Represents Victims Assistance Services and WestCOP on behalf of the Director as needed.
* Facilitates communication between all projects and departments within VAS to ensure best practices.
* Provides direct services to victims of crime as needed.
* Duties outlined above are intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person.
* Develop and maintain a partnership program with colleges/universities.
* Develop an assessment/connection center in collaboration with OCA (Office of Court Administration)
* Develop and pursue funding opportunity for re-entry wrap-around services.
* Manage an educational/Vocational training program
* Establish and maintain clinical specialties for veteran clients with holistic assessment and complete case management.

## **Qualifications**

* MS/MA Preferred, BA/BS Required (Social Services, Criminal Justice, Counseling, etc.)
* Must have strong knowledge of MS Office (including strong excel skills) and G-Suite (Google Drive and Google applications)
* Excellent writing, public speaking, and presentation skills.
* Highly motivated and self-starter with strong commitment to advocating for the rights of victims of sexual violence.
* Driver’s license and car required (for client accompaniment and agency meetings)