

PROGRAM MANAGER – DOMESTIC VIOLENCE

Duties and Responsibilities:

This is a management class of positions with three assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under general direction, with the latitude for independent initiative and judgement, this role directs and administer services provided to survivors of domestic and/or gender-based violence, which includes the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)'s New York City Family Justice Centers, ENDGBV's Community Initiatives, task forces, and survivor engagement. This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in planning, implementing, coordinating programs, including collaboration with City agencies and community stakeholders, and influencing program and policy direction for The City's response to ensure access to inclusive services for survivors of domestic and gender-based violence. Coordinates and supervises NYC-based outreach with government agencies, city officials and non-profit organizations; identifies and leads outreach to agencies/programs in the community that provide services of use to Family Justice Center clients; identifies new potential DV/GBV organizations on-site partnerships; enhances collaboration and liaises with police precincts, the DA's office, and courts to ensure client access; coordinates, supervises, and facilitates DV/GBV training for partner staff and the community at large; supervises case management partner staff with resources and support; serves as the main resource on housing options available to clients in NYC; performs DV/GBV community outreach including evening and weekend events, as needed; collaborates with all teams on short-term and long-term DV/GBV projects; Identifies and leads DV/GBV projects, intra-departmental collaborations and fosters cross-unit collaboration; develops systems to promote efficiency and effectiveness in the office's work; handles client needs and support partner agencies on complex cases.

PROGRAM MANAGER – DOMESTIC VIOLENCE (continued)

Duties and Responsibilities: (continued)

Under direction, with wide latitude for independent initiative and judgement, this role directs and administer services provided to survivors of domestic and/or gender-based violence, which includes the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)'s New York City Family Justice Centers, ENDGBV's Community Initiatives, task forces, and survivor engagement. This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in planning, implementing, coordinating programs, including collaboration with City agencies and community stakeholders, and influencing program and policy direction for The City's response to ensure access to inclusive services for survivors of domestic and gender-based violence. manages special DV/GBV projects including, but not limited to the NYC Domestic Violence Task Force, ENDGBV's Advisory Council and ENDGBV's diversity, equity, and inclusion work; works with DV/GBV partners inside and outside government to identify new actionable program initiatives based on best or promising practices; regularly coordinates and facilitates working groups or meetings with diverse stakeholders (both internal and external) to discuss new and innovative responses to domestic and gender-based violence, best practices, new areas of programming or assessment/evaluation results; works collaboratively across ENDGBV teams to support priority projects and the implementation and evaluation of new initiatives or programs, including management of program design, contract management and the launch of new office initiatives; strengthens relationships with community stakeholders and channels of communication with community members and survivors to inform and enhance the work of ENDGBV; manages the program design, development, and implementation of ENDGBV initiatives that are still in the development phase; provides program-based contract management for identified DVTF initiatives, working closely with ENDGBV, contracting agencies and contracted providers; other tasks as assigned.

Under direction, with very wide latitude for independent initiative and judgement, this role directs and administer services provided to survivors of domestic and/or gender-based violence, which includes the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)'s New York City Family Justice Centers, ENDGBV's Community Initiatives, task forces, and survivor engagement. This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in planning, implementing, coordinating programs, including collaboration with City agencies and community stakeholders, and influencing program

PROGRAM MANAGER – DOMESTIC VIOLENCE (continued)

Duties and Responsibilities: (continued)

and policy direction for The City's response to ensure access to inclusive services for survivors of domestic and gender-based violence; responsible for the day-to-day operation of the Family Justice Center (FJC); Serves as primary liaison with City and State agency partners, including the District Attorney's Offices, NYPD, elected officials, Family, Criminal and Supreme Courts, civil legal organizations, and community partners to the FJC; Oversees program evaluation and reporting on all grants that fund the FJC; Coordinates the development and implementation of the FJC policies and procedures; coordinate and attends FJC partner meetings and acts as the primary liaison for the civil legal providers, NYPD, and the District Attorney's to ensure on going collaboration between the criminal justice agencies and civil legal professionals; Oversees and conducts outreach, educational and program activities regarding domestic violence and other related topics; serves as the primary liaison with City agency partners on building maintenance and security staff; develops new partnerships and programs for the FJC; recommends policy changes that streamline and enhance City services.

Qualification Requirements

1. A graduate degree from an accredited college in social work, law, sociology, psychology, criminology, education, public administration, or a related field and any combination, totaling two years of the experience in domestic and/or gender-based violence services described in a, b, c, or d below, at least 18 months of which must have been in an administrative, managerial, or executive capacity, or in supervising personnel:
 - a. working with survivors of domestic and/or gender-based violence; or
 - b. working with domestic or gender-based violence focused community organizations or neighborhood constituencies; or
 - c. developing and/or managing diversity, equity, and inclusion initiatives with a focus on racial equity, and/or institutional and structural racism and bias and their impact on underserved and underrepresented communities; or
 - d. lived experience as a survivor of domestic and/or gender-based violence; or;

PROGRAM MANAGER – DOMESTIC VIOLENCE (continued)

Qualification Requirements

2. A baccalaureate degree from an accredited college with a minimum of 30 semester credits in the social or behavioral sciences, and four years of full-time satisfactory experience as described in “1” above, at least 18 months of which must have been in an administrative, managerial, or executive capacity or in supervising personnel performing the duties described in “1” above; or
- 3 Eight years of full-time satisfactory experience in the areas described in “1” above, at least 18 months of which must have been in an administrative, managerial, or executive capacity or in supervising personnel performing the duties described in “1” above.

Lines of Promotion

None. This class of positions is in the Non-Competitive Class