

HARBOR HOUSE DOMESTIC ABUSE PROGRAM Position Description

TITLE: Manager, Calumet County Outreach

REPORTS TO: Executive Director

LAST REVISED: 7/7/2021

The Manager, Calumet County Outreach is focused on development and execution of Harbor House's outreach and information/education to Calumet County. This position will also provide an active role in supporting victims/survivors of domestic violence.

Must be able to represent the mission, values and philosophy of Harbor House to the unique needs of rural communities. Model and promote attitudes of non-violence, anti-oppression, inclusiveness, and power-sharing in all facets of position responsibilities, especially when working with community partners. Be an outspoken voice against intimate partner violence, teen dating violence, rigid gender roles, and norms of masculinity within the community through conversation, trainings, social media, and one-on-one conversations.

OUTREACH & EDUCATION

- Develop and execute strategies to spread awareness of Harbor House and its broad range of services to the rural communities of Calumet County.
- Serve as the primary point of contact for systems workers in Calumet County, and connecting Calumet County leaders to the Harbor House leadership and vision.
- Develop relationships to create opportunities for prevention education and community outreach team to interact with residents of Calumet County.
- Develop and manage partnerships that drive traffic to the Harbor House office and awareness of services.
- Ensure the needs of rural victim-survivors are considered and advocated for in Harbor House program and service development.
- Co-manage the Coordinated Community Response (CCR) team in partnership with the Sexual Assault Crisis Center.
- Develop and manage the Calumet County Advisory Board to proactively engage in community education/awareness, prevention education, and diversity and inclusion initiatives for Calumet County.
- Act as the LAP (Lethality Assessment Program) Coordinator for Calumet County. Ensure training for all advocates and police officers is completed. Submit statistics to WILAP database for END Abuse and share with community partners.
- Staff the Calumet County office and serve as the primary person answering potential crisis calls for the region.

DIRECT SERVICES

- Provide support and advocacy to Harbor House participants including resource, support, and information referrals, education, and advocacy, especially concerning survivor-victims in rural communities when needed and available.
- Link victims and their protective family members to wrap around supports and additional resources as necessary and requested.

- Facilitates and co-facilitates educational support groups for individuals affected by domestic abuse and their family members.
- Share in weekly rotation of Crisis Advocacy (shelter, helpline and walk-in support).
- Attend court as needed with Calumet County survivor-victims.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Represent Harbor House at community and state forums or meetings as necessary or required.
- Maintain and compile service documentation in an accurate and timely manner.
- Maintain Calumet County office to be clean, welcoming and a positive representation of the Harbor House brand.
- Identify, train and utilize volunteers to maximize agencies prevention and outreach efforts in the community.
- Share on-call rotation and responsibilities with other advocates.

COMPETENCIES

- Basic knowledge of how systems impact families experiencing domestic violence.
- Comfortable speaking in front of groups.
- Ability to work well with wide cross section of people of various ages, genders, races, socio-economic status, sexualities, etc.
- Ability to handle crises appropriately and communicate effectively with others.
- Ability to be flexible in work settings and work as a team with other advocates.
- Extremely self-directed and high energy.
- Ability to develop impactful and meaningful relationships.
- Strong commitment to anti-oppression work.
- Experience working with rural populations.
- Ability to work independently (solo) in Calumet County office.
- Strategic ability and accountable for actions.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

- Knowledge of domestic violence issues and how it affects the life decisions of victims.
- Excellent verbal, written, and listening skills.
- Excellent interpersonal skills.
- Knowledge of agencies or collaborations within the community preferred.
- Bachelor’s Degree or applicable experienced preferred.
- Driver’s license and reliable transportation.

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply that these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modifications to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Job Type: Full-time, Monday-Friday, 8:30 a.m.-4:30 p.m.

Pay Range: \$45,000 - \$52,000.00 per year