



abused Deaf women's advocacy services

Program Director

Full-Time, Exempt Position

The Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind victims of domestic violence and sexual assault and provides prevention education to the general community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.

The ADWAS Program Director provides the following services:

- Supervise direct service programs including but not limited to, advocacy, children's advocacy, therapy, shelter program, supportive housing, positive parenting, outreach, and prevention
- Carry out supervisory responsibilities such as planning, assigning and directing work; track staff's training hours, conduct performance assessment; providing supervision and job coaching.
- Involved in hiring process for direct service programs: interviewing, screening, and training employees
- Facilitate and participate in meetings with direct services staff. Also attend meetings for staff and supervisors. Lead staff meetings in Executive Director's absence.
- Act as a back-up advocate when all other advocates are not available
- Provides follow up on service recipient complaints and works with staff and survivors to resolve conflicts
- Continuously reviews direct services practices and procedures to ensure efficient and effective use of resources, best practices, and strict compliance with the WAC and RCW, CSAP and compliance with funding contracts, work agreements, and all applicable state and federal laws.
- Continuously monitors expenditures, collect and review monthly reports and prepare reports for the Executive Director
- Assist in preparation of budgets for all direct services programs
- Assist in preparation of the service delivery proposals for the funders
- Co-coordinate CSAP accreditation, program audits and site visits
- Help with grants, including providing data, research, writing, review and editing. Upon request, participates in outreach efforts for the agency such as giving presentations, being on panels, collaborate with community and government agencies on the issues with serving DV/SA survivors in the Deaf community.
- Work with Hotline Coordinator on local hotline to ensure efficient operations between hotline and direct services.

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- Work with Property Manager on supportive housing related issues such as pre-applications, resident issues, lease and rules, etc.
- Seeks out support from co-workers & supervisor, proactively takes responsibility for self and work
- Serve on the ADWAS Leadership Team, including strategic planning
- Is responsible for agency decisions in the event of Executive Director's absence.
- Commits to practice organization' Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural responsiveness

Required Qualifications:

- Minimum of 6 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency in American Sign Language
- Minimum 4 years of advocacy work with Deaf or DeafBlind (paid or volunteer)
- Minimum 2 years of supervisory experience
- Minimum 2 years' experience in program planning
- Knowledge of the issues of sexual assault and domestic violence
- Master's Degree preferred. B.A, and/or equivalent years of work experience may substitute.
- Willingness to work flexible hours
- Experience with crisis response preferred, but training offered as needed.

Responsible to: Executive Director

Essential Functions:

- Must be able to remain in a stationary position frequently
- Must be constantly able to use written English in order to produce and edit a large variety of documents
- Must be able to move inside the office and in the community frequently
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able frequently communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to frequently change tasks
- Must be able to rarely work outdoors in cold or high temperatures.
- Must be able to rarely move and transport up to 20 pounds.
- Must be able to frequently work independently without direct supervision.
- Must be able to constantly supervise staff.
- Must be able to frequently interpret data and make decisions.

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To apply:

Please send/email the ADWAS application, cover letter, resume and three professional letters of reference to Emily Buhman – officemgr@adwas.org – or by using the address on this letterhead. Applications will not be considered until all these items have been received.

*Pay: starts at \$60,000, DOE
Medical, dental, vision, and retirement package are offered.*

Position open until filled

ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, persons of color, and LGBTQIA+-identified persons are encouraged to apply.

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.