



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.

Program Director provides leadership to all direct services programs, supervises the Survivor Services Program Manager (SSPM) Hotline Program Manager (HPM), and Outreach/Prevention Staff. The requirement of the Program Director's position may exceed 40 hours per week, and may require occasional adjustment in work hours, including being on the On-Call roster. This position is in Seattle, WA.

The ADWAS Program Director provides the following services:

- Oversees the big picture of direct service programs including but not limited to, hotline, 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 managers' training hours, conduct performance assessment; providing supervision and job coaching.
- Responsible in collaboration with HR for the hiring process for service programs: interviewing, screening, and training employees.
- 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 and be on the roster for hotline on-call duty.
- Support Program Managers on service recipient complaints and works with staff and survivors to resolve conflicts.
- Continuously reviews and updates program 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
- Responsible for preparation of budgets for all direct services programs.
- Responsible for preparation of the service delivery proposals for grants.

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- Collect and submit the needed information for reports to the funders, act a liaison and contact point for funder contacts.
- Coordinate CSAP accreditation, program audits and site visits.
- Attend meetings with local leaders, influencers, grantors, funders, DVSA agencies and those with impact to the agency. Represent agency at events such as City Council, Lobby Days, etc.
- Co-Coordinate grants, including providing data, research, writing, reviewing 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.
- Oversee, review, approve all marketing material, training, and Social Media content to assure consistent branding and imaging.
- Supervise the SSPM in programming of services for survivors to ensure efficient operations.
- Supervise the HPM in the programming of local and national hotline to ensure efficient operations.
- Work with Property Manager on the programming side of Supportive Housing including 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 of 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.

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- 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.

To apply:

Please send/email the ADWAS application, cover letter, and resume 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. Three letters of reference will be requested as part of the background check process as required by contractual requirements. If you require alternative methods of application or screening, please email officemgr@adwas.org.

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

Position open until filled, interviews are scheduled as materials received, so applicants are encouraged to submit early.

ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, Black, Indigenous and other 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.