**Abuse Intervention Program Manager**

**Reports to**: Program Director

**Evaluation**: Annual evaluation by the Program Director

**Classifications**: Exempt/Full-time/Essential

**Hours of work**: 36 hours/week – 2 evenings/week, occasional weekends

**Work Location**: On Site

**Salary Range**: $50,000-$60,000

**Job Description:**

The New Behaviors Program Manager is a vital member of the Program Services Team and responsible for overseeing the day-to-day operation of the New Behaviors Program (Abuser Intervention Program). This position has 3 primary responsibilities: Program Delivery; Program staff management and Cross-functional collaboration. The New Behaviors Manager will oversee AIP services that aim to address interruption, intervention, and prevention of cycles of intimate partner violence. The New Behaviors Program manager must have the maturity and leadership skills to work with people from economically and culturally diverse backgrounds in many different capacities.

**Key Functions and Responsibilities:**

* **Program Delivery** 
  + In collaboration with Program Services Director, develop and implement program goals and objectives, staffing plans and staff development strategies, program standards, program policy, and written program procedures;
  + Oversees the development. implementation and delivery of all New Behaviors services.
  + In collaboration with supervisor, review and revise program policies and procedures to implement high leverage practices.
  + Actively oversee data to ensure consistent, timely, accurate, and quality entries;
  + As necessary, provide direct client services via assessments, participant follow-up and group facilitation.
* **Staff Management**
  + Support a high performing team ethic that is aligned with organizational core values of Collaboration, Accountability, Respect, Innovation and Empowerment
  + Ensure staff coverage for all New Behaviors group sessions and individual client needs;
  + Coach, manage and supervise New Behaviors Program Staff and Group facilitators. Provide support and guidance to troubleshoot programmatic and staff performance challenges. Support ongoing professional development by identifying and scheduling appropriate training.
  + Conduct evaluations of program and staff to ensure staff efficacy and program effectiveness.
* **Cross Functional Collaboration**
  + Responsible for developing working relationships with internal and external partners and stakeholders
  + Liaises with Domestic Violence Referral Program, Parole and Probation, law enforcement and judicial system including providing status reports and termination/completion documents as needed.
  + Participates in monthly DVCC, MAIC and Parole and Probation meetings as assigned.
  + Attend staff meetings and clinical supervision regularly. Coordinates team meetings with programmatic staff as needed

**Qualifications**

* Master's degree and/or significant managerial and professional experience in development/advancement functions
* Experience in non-profit organization; professional experience in domestic violence field
* 3+ years of human services, criminal justice, project management, program development and implementation and program evaluation experience
* Demonstrated progressive responsibility and results with volunteer and intern efforts
* Excellent skills in written/verbal communication
* Proficiency with MS Office Suite (Word, Excel, PowerPoint)
* Mature interpersonal skills and ability to work with all levels of staff, volunteers, clients and other key stakeholders
* Ability to participate to travel as required and meet in the evening and occasionally on the weekends