

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position: Battered Women's Resources (BWR) Program Director  
Accountability: Domestic Violence Services Director  
Location: Leominster  
CORI Required: Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

Manage programmatic and administrative functions of domestic violence program including supervision of staff, management of budget, volunteer recruitment and support, and the development of community resources and relations.

**Responsibilities:**

1. Assist Director of Domestic Violence Services in preparing and administering annual program operating plans and program budgets in accordance with the Association's strategic plan and financial plan.
2. Manage all aspects of community based services and provide management to other components of the program.
3. Operate program in accordance with funding requirements and agency policy.
4. Supervise, train and evaluate staff.
5. Provide staff liaison with community groups/agencies and other organizations as assigned by the Director of Domestic Violence Services.
6. Coordinate with community agencies to provide integrated services for clients on and off site.
7. Provide direct care services for clients as appropriate and provide back up to staff as needed.
8. Provide training to other agency staff and volunteers as needed.
9. Participate in agency management and staff meetings.
10. Prepare regular analysis and reports of program performance for Director of Domestic Violence Services.

11. Perform other job related duties as assigned by the Director of Domestic Violence Services.

**Qualifications:**

- Masters Degree in Counseling, Social Work or a related field preferred
  - Experience in crisis intervention with domestic violence/family violence, or other related crisis issues such as: mental health or alcohol & drugs.
  - Experience in management, supervision, implementation of programs and community collaboration necessary.
  - Experience working with diverse populations of clients and staff.
  - Valid Massachusetts driver's license.
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**How to apply:**

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: [HR@ywcacentralmass.org](mailto:HR@ywcacentralmass.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.