

eliminating racism empowering women

ywca

Central Massachusetts

Position: Manager – Outreach & Prevention

Hours: Full Time

Accountability: Director – Outreach & Prevention

CORI Required: Yes

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.

General Function:

Represent the YWCA of Central Massachusetts, its mission and vision to the general public and professional groups and individuals. Responsible for the overall development and implementation of comprehensive training and education programs, protocols, documentation and curriculums. Responsible for expanding Domestic Violence Programs outreach into the community and building the bridges that are necessary to ensure the mission. Responsible for creating a seamless web of support through training, education and collaboration for victims and survivors of domestic violence. Responsible for managing the effective operation of programs and staff, and for providing crisis counseling and service management for program participants.

Responsibilities:

- Develop and maintain appropriate and culturally diverse curriculums related to domestic violence for working with people of all ages.
- Provide crisis intervention, individual and group advocacy for victims and identify high risk clients.
- Plan and facilitate creative activities, programs, and interactions for professionals, youth, men and others that focus on gender stereotypes and differences, boundaries, socialization, and character development.
- Administer pre and post test tools when appropriate.
- Establish and maintain relationships with schools, community agencies and faith-based organizations for collaboration purposes and for facilitation of community education in their realms.
- Provide direct 1:1 supervision to Community Based Services and Prevention Advocates.
- Provide case review groups for Community Based Services Advocates to participate in.
- Manage and grow program scope.
- Assist Directors in implementing a speaker's bureau team comprised of dynamic volunteers who can speak on a number of domestic violence topics in an effort to heighten awareness that creates a stronger, healthier and more informed community.
- Assist Directors to ensure speaker's bureau is actively engaged, trained, and calendars exist for speaking engagements.

- Manage and maintain all presentation and training PowerPoint documents; ensuring that uniformity, style, and communication guidelines are met.
- Provide empowerment advocacy and safety planning.
- Assist with referrals.
- Maintain documentation and report statistical measurements.
- Participate in agency staff meetings and trainings.
- With Director, recruit, hire, and evaluate staff based on established criteria.
- Train, manage, and provide performance feedback for all staff to Director.
- Other duties and tasks as assigned by Director.

Qualifications:

- Bachelor's degree in related field such as Human Services, Counseling, or Social Services required
- Experience in domestic violence intervention preferred
- Bi-lingual (English/Spanish) preferred
- Proficient computer skills
- Excellent communication and organizational skills
- Demonstrated ability to exercise good judgment
- Ability and desire for public speaking
- Ability to engage youth
- Ability to advocate on behalf of victims
- Professional demeanor

How to apply:

If you are interested in applying for the above position please send resume to:

Email: 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.