**THE WILLOW DOMESTIC VIOLENCE CENTER**

*“Restoring the Health and Safety of Victims of Family and Domestic Violence”*

**Art Program Coordinator**

***POSITION RESPONSIBILITIES***

A Willow Domestic Violence Center position focused on providing domestic violence education and direct services to children and families residing in the shelter and in the community through the expression of art and creativity. Art Program services will be delivered in a positive cultural environment focused on survivor empowerment, staff collaboration and communication and volunteer retention.

**FLSA CLASSIFICATION: Full-Time with Weekend Advocate, Non-Exempt (Hourly, eligible for overtime)**

**Reports to Shelter Manager**

**ESSENTIAL FUNCTIONS:**

**SERVICE DELIVERY**

1. Coordinate and deliver services to program participants; including, but not limited to, intakes for children and adults entering the shelter and/or Art Program, resource referrals, advocacy, emergency assistance, and facilitation of art groups.
2. Develop evidence based curriculum for children’s art groups and peer counseling sessions for children and parents that include drug and alcohol prevention information, domestic violence education and self-esteem building.
3. Complete and maintain resident files, individual meeting tracking, exit surveys, referrals, and program documentation. These should be entered into the agency data base within one week via submission to the Overnight Advocate/Data Entry Specialist.
4. Develop and maintain a system for cataloging art work that stays with the agency, ensuring proper releases exist, proper storage and use, and documenting artwork prior to destruction.

**TEAMWORK & COMMUNICATION**

1. Collaboration with the Shelter Manager and other Program Coordinators to ensure appropriate staffing -plan activities for children and adults (in shelter and community) that provide opportunities for art programming in both a group and individualized setting.
2. Respond to crisis calls, emergencies, and house maintenance needs that are critical to house function and proper house upkeep. The survivor’s comfort, safety and wellbeing are priorities.
3. Adhere to assigned work schedule and notify supervisor of any flex in schedule or leave time. Notify supervisor immediately of any expected occurrences of overtime.
4. Attend and participate in assigned agency meetings.
5. Respond to Shelter Manager’s requests.

**EDUCATION & EMPOWERMENT**

1. Maintain a working knowledge of resources and services in order to assist volunteers in the referral process.
2. Ensure that drug and alcohol prevention education is integrated in Art Program service delivery.
3. Disseminate crime victims’ rights information to survivors and assist with compensation applications as requested.
4. Assist in creating a positive cultural environment of personal leadership, communication and teamwork within the shelter and other lines of agency business.
5. Deliver services in a culture and environment of survivor and personal empowerment.

**QUALIFICATIONS, SKILLS and ABILITIES:**

• Associate’s degree in Social Services, Art Education, Art Therapy or related field or equivalent experience.

• Minimum one year experience in human services and/or not-for-profit organization.

• Knowledge and understanding of art therapy and resources, domestic violence issues and trends preferred.

• Knowledge of service area resources preferred.

• Knowledge of computer/internet programs to include Word, Excel and Google Apps.

• Experience working with children, adolescents and their parents individually and in groups.

• Experience working with in a shelter or transitional housing environment preferred.

• Experience working with diverse people and groups.

• Experience maintaining personal/professional boundaries and managing stress constructively.

• Excellent oral, written, and interpersonal communication skills.

• Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.

• Manage and resolve conflict between stakeholders.

• Express commitment to the empowerment of women and children.

• Possess valid Kansas driver’s license, access to reliable transportation, & proof of current liability insurance.

**PHYSICAL DEMANDS:**

• Convey detailed and/or important instructions or ideas accurately, audibly, and quickly.

• Hear average or normal conversations and receive ordinary information.

• Manual dexterity and able to use wrists, hands and/or fingers in repetitive motion.

• Prepare and/or inspect documents and communications on computer or on paper.

• Sitting for extended periods of time.

• Bending, lifting, and carrying up to 40 pounds (donations/commodities).

• Lifting from floor or from inside car, inside truck, or from trunk.

• Lifting children (infant, toddler, preschool) in to car-seats when required.

• Moving up and down stairs in shelter facility.

The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Wages are determined by the scope of the position and the experience of the incumbent.

Information on wages and any available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law. As stated in The Willow’s Personnel Policies – ‘All newly hired staff will be on probationary status during first 6 months of employment or until the initial evaluation is completed and permanent status is recommended.’

I, the Art Program Coordinator, am responsible for actively working toward and documenting all grant objectives associated with this position. Many of those responsibilities are outlined in the above ”Essential Functions,” but I understand that my supervisor will review the specific grant goals tied to this position’s funding, as well as the position’s specific Outcomes and Expectations (individual documents) as a part of on-going employment process.

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Employee (Print Name) Employee Signature Date

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Supervisor (Print Name) Supervisor Signature Date