

**SOUTHERN ARIZONA AIDS FOUNDATION
ANTI-VIOLENCE PROJECT PROGRAM MANAGER
JOB DESCRIPTION**

Scope of Work: The Anti-Violence Project Program Manager oversees the day-to-day management of services to LGBTQ and allied persons experiencing domestic violence, intimate partner-violence, sexual assault, and stalking violence. The AVP Manager also oversees Sexual Violence Prevention & Education programming for youth. The AVP Program Manager supervises a team of case managers and the SVPEP Coordinator who directly provide these services to clients. The Manager also coordinates and staffs the AVP Support Line. The AVP Program Manager position is a full-time, 40-hours/week, exempt position that requires flexibility including some late nights, evenings, weekends, and holiday work.

Functional Responsibilities:

- Provide direct supervision to AVP Case Managers, SVPEP Coordinator, volunteers, and interns.
- Manage the support line, case management, shelter, and housing components of the Anti-Violence Project.
- Manage the activities of the Sexual Violence Prevention & Education Program for youth in the community including a group-level intervention, outreach, and training.
- Responsible for monitoring and management of the program budgets.
- Responsible for recruiting, supervising, and training volunteers.
- Responsible for organizing and facilitating volunteer trainings.
- Provide safety planning and crisis de-escalation support for clients.
- Support staff in assisting clients to remain safely housed and to transition successfully into permanent housing.
- Coordinate with law enforcement and criminal justice system to advocate for and support clients (legal advocacy, assist in obtaining orders of protection, support client at court hearings, etc.)
- Coordinate with community partners to effectively deliver employment and legal support services.
- Coordinate and staff the AVP Support Line in conjunction with other team members.
- Ensure AVP staff members and volunteers maintain timely and accurate documentation of all client contact including management of program database and web-based systems.
- Ensures contract compliance and coordinates and prepares contract reports for public and private grant sources, including coordination with program, finance, development, and information systems staff in obtaining program information and data.
- Assists with the coordination, writing, and review of grants in collaboration with the Grants Coordinator and Director.
- Manage AVP group supervision meetings.
- Attend agency staff meetings.
- Other duties as assigned.
- Reports to the Director of Programs.

Minimum Qualifications:

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Bachelor's degree in social services, education, health, or related field; or three years of experience in a social service, victim services, prevention, or other human service setting.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Must have access to reliable transportation, a valid Arizona Driver License and a driving record that will be supported by our liability insurance provider.
- Bilingual (English/Spanish).

Preferred Qualifications:

- Two years' experience in working in areas such as domestic violence, substance abuse, mental health issues, crisis intervention, safety planning, and/or prevention programming.
- One year of supervisory experience.
- Experience working with Tucson human service providers.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Proficiency with database systems.
- Proficiency with Microsoft Office products.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.

Compensation: Starting range \$38,563 to \$47,237, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.