



DIAMOND DIVA EMPOWERMENT FOUNDATION

1027 S. VANDEVENTER AVENUE, SIXTH FLOOR

SAINT LOUIS, MISSOURI 63110

DESCRIPTION OF SERVICES

Exhibit A

Job Title:	Program Specialist
Job Pay:	Hourly Compensation
Job Type:	Non-Profit Organization
Job Culture:	Domestic Violence
Schedule:	Monday thru Friday, 9am - 5pm (In-Person)
Work Location:	Corporate Headquarter - St. Louis
COVID-19 Precaution(s):	<ul style="list-style-type: none">• Social distancing guidelines• Sanitizing, disinfecting, or cleaning procedures• Monthly COVID test/Vaccination Proof

ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

JOB SUMMARY:

The Program Specialist works with the Pathways to Housing (P2H) program to provide wrap-around case management services to survivors of domestic violence. To achieve programming and financial goals set by the P2H Program Manager, the Program Specialist will use a multi-disciplinary, evidence-based approach to help survivors address a variety of challenges, including but not limited to housing support, employment placement, mental / trauma support, substance abuse and crisis intervention. This P2H program model assists clients for up to 12 months (depending on need) and is contingent on grant funding.

RESPONSIBILITIES:

CLIENT MANAGEMENT/TRACKING

- Provides strengths-based culturally specific emotional support, safety planning, legal advocacy, information and referral services to victims/survivors of sexual assault, domestic violence, sex trafficking, and other victims of crime
- Preliminary screening with new/current members of the community to assess needs in a highly confidently manner (housing, employment, education, domestic violence, mental & spiritual health, substance abuse treatment, health, parenting referrals.
- Conduct trauma-informed Domestic Violence (DV) pre-assessments/post assessment and develop safety plans with each client.
- Track client progress to ensure weekly follow up while carrying a case load of up to ten (10) new clients per one (1) month cycle.

- Accurately enter all client activity and provide service in Salesforce within 1 business day of activity or service.

TRAINING MANAGEMENT

- Lead/Schedule weekly literacy classes and support groups for survivors of DV trauma.
- Coordinate classes/training with partnering agencies, community faith leaders and other social service agencies
- Provide emotional support and education around the impacts of trauma to survivors
- Lead development/implementation of innovative strategies for community outreach/engagement/client recruitment

RESOURCE MANAGEMENT

- Provide follow-up and wrap around services identified through 2DEF mission and vision statement.
- Refer consumers to support services as needed per the Housing Stability Plan.
- Coordinate directly with the support services provider to track and ensure support services were provided.
- Build and maintains an extensive knowledge of community resources to match consumers with eligible resources.

ADMINISTRATION

- Complete daily and weekly data logs, time sheets, client demographics, and input of client data into Salesforce within 1 hour of providing services to the survivor
- Attend scheduled training sessions and other training geared toward professional growth. Attend agency staff meetings.
- Keep thorough and up-to-date client case files in accordance with agency and contract file requirements.
- Provide information to the general public regarding the domestic violence program through personal and social media marketing.
- Accept other appropriate duties/responsibilities as assigned by 2DEF management.

REQUIRED QUALIFICATIONS:

EDUCATION:

The Program Specialist has a *required* BA degree in social justice, business, non-profit management, or equivalent experience; as well as 3 to 5 years of professional work experience in a leadership role working in complex environments and serving diverse communities, including LGBT2Q+. Minimum of 1-2 years of experience working with survivors of domestic violence, and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence.

EXPERIENCE:

- Experience working with survivors of sexual abuse and domestic violence.
- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor.
- Demonstrated success in grant writing and proposal development for social service programs.

- Superior writing skills in terms of analysis, content, and mechanics. Published articles are a plus.
- Strong focus on being strategic, problem solving, and solution focused.
- Experience working with community-based coalitions and organizations, community capacity building efforts, technical assistance, and group facilitation.
- General knowledge and familiarity with political contexts at the federal, state, and local levels.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff.
- Demonstrated understanding of current and emerging social service issues.
- Demonstrated political acumen and intellectual curiosity as well as the ability to view old problems with fresh perspectives.
- Strong budget management experience, detail-oriented, and able to work well in evolving circumstances.
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility, and engender trust with diverse audiences. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders.
- Ability to research and quickly disseminate relevant, emerging, and existing evidence-base practices and models.
- Demonstrated ability to work effectively with policy makers, community leaders, and the media.
- High level of knowledge and understanding, especially as it relates to program replication, connecting programs to funding, creatively generating other resources, and building strategic partnerships.
- Trustworthy, ethical, and authentic in all situations.

Apply online at 2def.org/careers