



The mission of Transition House is to end domestic violence in our community. For over 40 years, Transition House has worked throughout Cambridge and beyond to create a culture where breaking the cycle of violence is an ongoing priority and where people affected by domestic violence can live in safety, access housing, resources and the holistic support they need to thrive.

Transition House values diverse life experience and is an Equal Opportunity/Affirmative Action Employer. Bilingual/bicultural applicants, persons of color, people with disabilities and GLBTQI people are encouraged to apply.

We seek a Director of Community Support Partnership who will work and lead from a philosophy that sees people, not problems, and is committed to fostering a workplace culture that is social justice centered. The Director provides overall management and supervision for the community-based advocacy program, including supervision of staff, maintaining compliance with grants and contracts, and integrating the program with others in the organization. The Director supports, supervises & manages a team of five employees providing comprehensive domestic violence community services in the Cambridge area. The person in this role coordinates direct service, develops and implements community outreach strategies and liaises with other service providers, coordinates and facilitates domestic violence training alongside community partners and the team. The Director of Community Support Partnership serves in a key role as a partner and leader in the agency, working closely with the Director of Housing Programs to align services across Transition House to provide trauma-informed services. The person in this position reports to the Assistant Director and is part of a highly collaborative Management Team.

Director of Community Support Partnership Job Description

We believe that successful candidates will demonstrate the following characteristics:

- Superior skills in communication, leadership, organization, collaboration, problem solving, data management and conflict resolution.
- Extensive knowledge of the dynamics of domestic and sexual violence and the impact of trauma on the people we serve and our staff.
- Experience working with individuals living with multiple stressors (addiction, mental illness and trauma).
- Experience planning, developing, and facilitating trainings and presentations.
- Ability to think on a large scale about the community advocacy program and how it fits within the organization as a whole.
- Master's level degree or commensurate experience.

Duties and Responsibilities

Provide leadership for the Community Team. Sustain a dynamic team of advocates dedicated to providing individual services grounded in trauma-informed and strengths-based practices.

- Supervise a team of five advocates, providing regular supervision, of service provision, crisis intervention, trauma related counseling and advocacy.
- Ensure consistent and appropriate clinical supervision is provided to the team.
- Facilitate weekly community team meetings to build shared understanding and shared support around the challenges and opportunities facing survivors and the advocates in their roles.
- Identify and address training and professional development needs of program staff.

- Maintain a schedule of 90-day employee reviews and annual reviews utilizing a solutions based approach.

Offer strategic perspectives on how to develop and strengthen the Community Team and the capacity of Transition House to address barriers and meet the needs of survivors.

- Support outreach efforts and relationship building with community partners and local service providers. Maintain collaborative relationships with the City of Cambridge, Cambridge Housing Authority, Cambridge Police Department and other relevant City and State institutions.
- Develop and maintain partnerships with other domestic violence and sexual assault service providers, as well as providers of other services and community organizations. Build and maintain connections with Jane Doe Coalition partners.
- Maintain extensive knowledge of resources for survivors. This should include the Massachusetts court system and local, state and federal laws and policies as they relate to domestic violence survivors.
- Collaborate across the agency to address systemic and legislative barriers to better meet the needs of survivors.
- In collaboration with other local partners, strategize and implement community outreach, intervention and training initiatives to address domestic and dating violence and elder abuse at the institutional and grassroots levels. Plan and participate in training as a subject matter expert.
- Provide direct support services, crisis intervention, counseling and advocacy with complex cases as needed.

Ensure proper reporting and evaluation of program service delivery.

- Develop and implement program goals and outcomes, as well as program protocols and practices. Lead the development and implementation of evaluation and data collection measures for the Community Support Partnership.
- Train and support team in using Empower DB database. Ensure database and record maintenance to comply with confidentiality and program requirements.
- Fulfill budgeting and reporting duties to comply with funders' requirements.
- Develop and implement programmatic long-term and short-term strategies, policies and intake processes.
- Maintain a high level of proficiency with Microsoft Office, Google Suite and presentation software.
- Ensure timely completion of reports and paperwork, including program reports, timesheets and reimbursements.

Perform other duties as assigned.

Other Details

Salary range is \$68,000-\$75,000. Comprehensive benefits package includes health, and dental, retirement plan, and paid time off. Transition House provides ongoing weekly supervision, and opportunities for all staff to participate in education and training regularly throughout the year.

Due to COVID-19, Transition House is currently operating in a hybrid work model with some work onsite at our office in Cambridge and some work from home. More time at our office in Cambridge will be required during the initial onboarding process and this position will be primarily onsite in the near future.

It is our policy to complete a Criminal Offense Record Information (CORI) background check prior to hire. Findings will **not** automatically disqualify candidates.