



POSITION ANNOUNCEMENT

Date of Notice: March 6, 2023
Name of Position: Sr. Manager, Anti-Violence Services
Respond to: Pathfinders
4200 North Holton St, Ste 400
Milwaukee, WI 53212

Closing Date: When filled
Status: Full-time, exempt
Contact: hr@pathfindersmke.org

Job Purpose and Reporting Structure:

Under the direction of the Director of Anti-Violence, Runaway and Homeless Youth Services, the Senior Program Manager as part of anti-violence services leads Pathfinders advocacy and trauma informed therapeutic services for youth ages 11-25 that have experienced sexual exploitation: New Paths and CRAY. This position oversees the CRAY Collaborative and the New Paths Program that provides advocacy, therapeutic, and street outreach services, & access to resources provided by a network of collaborative community partner organizations and Pathfinders' specific resources. This position provides supervision to all New Paths staff and leadership, and all CRAY staff and leadership. Sr. Manager supports with client crisis intervention and advocacy in partnership with Pathfinders Managers and Directors. The Senior Manager provides supportive oversight of all agency specialized services that specifically and directly serve youth that have experience sexual exploitation. The Sr. Manager leads in policy, process, and evaluation of Pathfinders services directly impacting youth survivors of sexual exploitation

Essential Duties and Responsibilities:

- Act as proxy for the Director and managers within Anti-Violence, Runaway and Homeless Youth services department in their absence.
- Manage all New Paths Program activities, including the work of New Paths leaders, Advocates, and Therapist to ensure youth who have experienced sexual exploitation have the services that they need and choose to engage in throughout the organization.
- Oversee the development, implementation, and evaluation of the CRAY Collaborative initiatives, including community partnership meetings, trainings, the youth advisory board, and the after-hours on-call response.
- Provide crisis intervention, advocacy and group facilitation as needed to youth ages 11-25 who have experienced sexual exploitation throughout the agency and across all departments in partnership with department leaders.
- Provide on-call supervisory support to staff and volunteer advocates as a Tier Two Advocate during CRAY's after-hours urgent response.
- Maintain program record keeping and complete necessary reports of activities, inputs, outputs, and outcomes. Review and submit grant funding, required data and progress reporting, and maintain related contract compliance information.
- Monitor New Paths budget and work to secure additional financial and in-kind support for New Paths and CRAY program operations. Guide agency leaders in allocation of resources for youth survivors and developing tracking systems.
- Monitor daily operations of the New Paths Program during established hours of operation, and provide on and off site assistance and supervision to paid and volunteer staff involved in service delivery.
- Oversee and lead all Pathfinders internal collaborative and coordination of specialized services for youth survivors of sexual exploitation across the agency; and establish, maintain, and support relationships with identified partner agencies.
- Represent Pathfinders Youth Anti-Violence sexual exploitation programs in the community and provide program-related outreach activities to increase community awareness of services and coordinate with local efforts.
- Develop and lead training and staff onboarding specific to youth who have experienced sexual exploitation for Pathfinders staff and external partners.
- In partnership with human resources and department supervisors, coordinate hiring process of staff specifically recruited for anti-sexual violence roles and positions.
Improve operational strategies by establishing policy & procedures for all specialized services including outreach/drop-in center, housing, education, community based services, etc. specifically to address youth experiencing sexual exploitation; ensuring compliance with applicable local, state, and federal laws

Supervisory Responsibilities:

Directly supervise all full time New Paths and CRAY staff, and maintain responsibility for the overall direction, coordination, and evaluation of staff within the services. Provide supportive supervision and consultation to staff hired in specialized roles to address sexually exploited youth. Carry out supervisory responsibilities in accordance with the organization's policies, procedures, and all applicable laws. Responsibilities include recruiting, interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising employee performance; rewarding and disciplining employees; addressing complaints; and resolving problems

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Requires education generally equivalent to a Bachelor's degree in the human services field and five or more years' related training and experience in a youth serving agency. Minimum of three years' experience in program management, including supervisory experience required. Knowledge and experience serving human trafficking, sexual assault, and street-based youth required.

Language Skills:

Ability to read and interpret documents, such as training manuals, client records, statistical reports, and policy and procedure guidelines. Ability to write routine reports and correspondence. Ability to generate reports for use by others. Ability to speak effectively before groups of youth, adults, and professionals.

Mathematical Skills:

Ability to perform basic high school mathematical operations. Ability to complete service delivery statistical reports, including outcome measurement achievement.

Reasoning Ability:

Ability to carry out instructions provided in written and oral form. Ability to deal with problems that involve several concrete and abstract variables in multiple situations.

Certificates, Licenses, Registrations:

Valid Wisconsin driver's license is required and maintenance of a good driving record, including evidence from the State Motor Vehicle Division background reports conducted on regular basis. Proof of insurability is also required. First Aid certification is preferred, but can be obtained after hiring.

Other Skills and Abilities:

Ability to work both independently and as part of a team within the parameters of the project, and work in a changing environment where there is frequent exposure to stressful/crisis situations. Ability to respect and maintain confidentiality. Ability to working with nonjudgmental attitude in a population comprised of diversity in gender, socio-economic and ethnic group, sexual orientation, and physical or mental abilities. Ability to frequently use standard office equipment, including calculator, cellular telephone, and copier.

Additional Information

This benefit eligible, full time position has a salary range of \$45,000 - \$65,000, and offers an exciting opportunity to join a caring and committed team of professionals.,

Response

Send letter of interest, current resume and salary expectations via email to hr@pathfindersmke.org. Please specify which position you are applying for. Organizational information can be found at www.pathfindersmke.org. No phone calls will be accepted.

An Equal Opportunity Organization - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.