



# PROJECT SANCTUARY

Domestic Violence and Sexual Assault Prevention and Support

**Date Last Revised: 07/21**

## **DIRECTOR OF COAST SERVICES**

### **QUALIFICATIONS**

Education: Bachelors Degree or equivalent  
Hours: 40 hours per week  
Salary: DOE  
Location: FORT BRAGG

### **DEFINITION**

Under direction, to plan, organize, and coordinate Project Sanctuary Client Services functions in the Coastal Area; to provide supervision and training for Client Services staff located in the Coastal Area; to ensure compliance with grant and donor requirements; to represent Project Sanctuary with the community, other organizations, and government agencies; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This single position job classification serves as the day-to-day supervisor and coordinator for Project Sanctuary Client services in the Coastal Area. The incumbent also represents Project Sanctuary with a variety of organizations, including grant and donor agencies, as delegated.

### **REPORTS TO**

Executive Director

### **CLASSIFICATIONS SUPERVISED**

Directly Supervises: Coast staff including Client Advocates and Volunteer Coordinator

Indirectly Supervises: This classification does not exercise indirect supervision responsibilities.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES** *(The following is generally representative of the duties and responsibilities of this job classification. It is not a complete description of all possible job assignments, nor is it restrictive as to job assignments and responsibilities which may be required of an incumbent.)*

Plans, organizes, and coordinates the Client Services operations, services, and programs in the Coastal Area; supervises, trains, and evaluates the work of assigned staff; works with the Director of Client Services in developing and implementing operating procedures and policies to maintain

compliance with the requirements of grant and donor agencies; interprets statutes, regulations, transmittals, and memorandums from other agencies and assesses their applicability to client services; performs community assessments and develops services to meet the needs of the local community; develops and oversees community outreach efforts, including the recruitment of volunteers; assists with the preparation of grant applications; develops and maintains operating and services records; works with the Director of Client Services to ensure the proper preparation and submittal of reports required by funding sources and grantors; works with Executive Director and other agency management in obtaining new funds and enhancing services; develops service plans and budgets for the Coastal area, discussing financial requirements with the Director of Client Services and the Executive Director, and ensuring proper expenditures within established funding levels; oversees the development, implementation, and proper provision of client counseling and advocacy for the Coastal Area; facilitates the provision of support services to Project Sanctuary clients; promotes staff development and training on domestic violence and sexual abuse issues; may attend Board of Director's meetings to discuss Coastal Services operations, issues, and concerns; conducts staff meetings; represents Project Sanctuary at community events; participates in long-range planning and Agency development strategies; attends workshops and training sessions; performs client counseling, crisis intervention, and client advocate functions, as needed; represents Project Sanctuary with the public, community organizations, and representatives of other government agencies, as delegated.

**TYPICAL PHYSICAL REQUIREMENTS** *(These are typical requirements, but Project Sanctuary will discuss and make reasonable accommodations for job candidates and incumbents with disabilities.)*

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; use of office equipment.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; frequent driving to different locations and sites throughout the service area; frequent contact and communications with other staff, the public, and representatives of other agencies; work hours may be variable and outside of the normal (8:00 AM – 5:00PM) workday in order to meet the management requirements of the position.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of service administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, and regulations controlling Project Sanctuary services and operations.
- Funding sources, grant requirements, and related information for obtaining fiscal resources.
- Operations of other government/private organizations providing resources and services related to Project Sanctuary services and operations.
- Problems and issues impacting community service agencies.

- Research and program assessment methods and techniques.
- Personnel and employer-employee relations programs, procedures, and requirements.
- Service and program requirements and needs of persons experiencing sexual abuse and domestic violence.
- Long-range planning and service development.

**Ability to:**

- Plan, organize, coordinate, and supervise the Coastal Services functions and operations of Project Sanctuary to achieve service goals and efficient operations.
- Work with Agency management in preparing and administering the Coastal Services budget and overseeing fiscal controls.
- Direct gathering, organization, analysis, and presentation of a variety of data and information.
- Prepare and maintain clear, accurate, and concise records and reports.
- Develop, formulate, and evaluate recommendations on improvements to Project Sanctuary Coastal Services operations and functions.
- Provide advice and consultation to the Board of Directors and Agency management on the development of programs, services, and policies.
- Communicate well during public presentations.
- Exercise supervisory authority tactfully and effectively.
- Effectively represent Project Sanctuary's and the Board of Directors' policies, programs, and services with Agency staff, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**DESIRABLE QUALIFICATIONS** (continued)

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a Bachelor's Degree in business administration, public administration, psychology, sociology, social science, or a related field.

**And**

Two to five years of supervisory and administrative experience in a public or non-profit human services organization involved in the development and administration of programs, services, and budgets, preferably including some direct experience in obtaining and administering grants. At least two years of direct experience in working with clients who have experienced domestic violence or sexual abuse is highly desirable.

Post Bachelor's Degree training in subjects related to the development and administration of community services for persons who have experienced sexual abuse and domestic violence is also desirable.

**Special Requirements:**

Possession of a valid and appropriate California Driver's License.