

DIRECTOR OF PROGRAM DEVELOPMENT I (Domestic Violence Services)

GENERAL STATEMENT OF DUTIES: Plans, coordinates and controls the domestic violence program of the Department of Social Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Program Development, Support and Control, an incumbent in this position is responsible for the formulation of policies and procedures and the review of on going services to those affected by domestic violence. This class differs from Director of Program Development II in the scope and complexity of the program for which an administrative staff which consists of the Commissioner, Deputy Commissioners, and the Directors of the Agency. Incumbent may be required to be "on-call" during off-duty hours to insure the proper operation of the department. Supervision may be exercised over a small number of staff and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans, formulates and recommends programs for the department related to all aspects of domestic violence;

Interprets directives, develop procedures and monitors system in the program area in accordance with the legal requirements of Federal, State and local governments;

Advises on matters falling within special area of expertise;

Assures the effective on-time delivery of emergency counseling via telephone or walk-in requests;

Provides or directs the provision of information and referral services to victims of domestic violence and for court assistance to obtain orders of protection or to press criminal charges;

Meets with departmental staff periodically to identify problem areas and to help resolve problems;

Evaluates community-wide service need for spouse and/or children victimized by abuse resulting from domestic violence and the casework services available for them and makes appropriate recommendations to the Director of Family Services regarding such needs and services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the department's organization, policies, procedures and objectives as they relate to the domestic violence program; thorough knowledge of applicable Federal, State and local laws, policies and procedures relating to the domestic violence program; ability to identify program problems and critical factors and to develop realistic solutions; ability to develop necessary guidelines to effectively integrate program changes with ongoing operations; ability to support recommendations both orally and in writing with operating personnel; ability to establish and maintain effective relationships with public officials, professional personnel and the general public; ability to plan, coordinate and evaluate the work of assigned professional and clerical personnel; resourcefulness; initiative; imagination good judgement; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university, with a Bachelor's Degree* and either (a) Four years family services agency experience, one (1) year of which experience must have been in the field of domestic violence; or (b) a Master's Degree* may be substituted on a year for year basis for up to two years professional experience in family adjustment problems; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Appropriate verifiable volunteer experience may be substituted for the family services agency experiences.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.