



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Breaking The Cycle Domestic Violence Program
Job Location:	317 Elm Street, Newark, NJ 07105
Job Title:	Program Manager
Reports to:	Title: Director Of Programs

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50+-year nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily with various programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ICC is seeking a passionate and dedicated leader to oversee its Breaking The Cycle Domestic Violence program. The ideal candidate will be responsible for improving program delivery, raising awareness about Domestic Violence, and serving as a champion for the organization's mission and vision. They will also play a vital role in shaping the future direction of the program and leading it into the next phase of its development. The Breaking The Cycle Program Manager will serve as a social justice advocate, representing the community's needs in committees and community meetings. This position requires effective leadership skills and the ability to collaborate with a dynamic team, engaging residents in a wide range of activities and services. The successful candidate must demonstrate a strong desire to assist clients in times of crisis within the agency's scope of services. The Breaking The Cycle Program Leader will report directly to the Director of Programs.

ROLES AND RESPONSIBILITIES

- Supervise, train, and support case managers, social work interns, and volunteers.
- Conduct intake and assessment of clients.
- Provide guidance to case managers in linking residents to critical information and referral services.
- Collaborate with the program team to develop and implement comprehensive intake procedures, needs assessments, family treatment plans, and pre/post evaluation systems. Evaluation should inform the impact of the program in the community.
- Effectively manage all program administrative tasks, including reporting, data collection/maintenance, and ensuring timely completion of program deliverables.
- Advocate for and accompany clients to court appointments.
- Collaborate closely with licensed counselors to ensure the fulfillment of all therapeutic counseling program deliverables.
- Support Domestic Violence survivors in their transition to safe housing.
- Develop, oversee, and implement the program's annual work plan to ensure timely achievement of all deliverables.
- Coordinate internal cross-programming with other departments.
- Represent the program and act as a client advocate at external meetings.
- Oversee the implementation of program policies.
- Ensure program adherence to grant guidelines.
- Plan, design, implement, and evaluate culturally responsive community education programs and support to help victims access protection and other culturally appropriate services.
- Provide clients with culturally, linguistically, and developmentally appropriate information, resources, and referrals.

- Manage outreach efforts through various channels, including social media, mass mailing, flyers, faith-based channels, community-based organizations, and schools.
- Organize or participate in community, cultural, and outreach events to promote recognition of the agency's Domestic Violence Program brand and its services.
- Support leadership in developing strategic partnerships with other agencies, identifying service gaps, and advocating for unmet needs to the city, county, and other funders/stakeholders.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Bachelor's degree in a relevant field (e.g., social work, psychology, public health) required; Master's degree preferred.
- Proven experience in program management, preferably in the field of Domestic Violence or related social services.
- Strong leadership skills and ability to work effectively with a diverse team.
- Knowledge of Domestic Violence issues, trauma-informed care, and community resources.
- Familiarity with grant management and reporting.
- Excellent organizational, communication, and interpersonal skills.
- Ability to handle crisis situations with empathy and professionalism.
- Experience in conducting intake assessments and case management.
- Commitment to social justice and advocating for marginalized communities.
- Bilingual skills (English/Spanish) preferred.
- Valid driver's license and access to reliable transportation.
- Computer literate (Microsoft Office Suite- Word, Excel, PowerPoint, G-Suite) and social media platforms
- Must have own transportation and a valid driver's license in good standing

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

ICC is an Equal Opportunity Employer committed to further building and maintaining a staff that reflects our community's full range and diversity. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool. We strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

If interested, please send a resume and cover letter to FOCHiring@ironboundcc.org with the subject line "BTC Program Manager"