

## Job Description

### MANAGER OF DEAF IGNITE

#### JOB SUMMARY

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The Manager of Deaf IGNITE is a key member of the Willow Domestic Violence Center Team and is responsible for managing all aspects of the Deaf IGNITE Program at Willow Center. The Manager of Deaf IGNITE will lead efforts to increase awareness of domestic violence and sexual assault in the Deaf community at the local and national level and increase access to services for Deaf survivors in our region. The Manager of Deaf IGNITE will provide and supervise the provision of high quality accessible services for Deaf survivors, including counseling, advocacy, and support while using best practices and a trauma-informed approach.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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- Provide advocacy services and support, crises intervention, safety planning, counseling, advocacy, DV/SA education and court accompaniment to survivors of DV/SA, with a focus on Deaf survivors.
- Assess survivors' needs, provide referrals, and facilitate connections with Willow residential and non-residential programs as well as other community support services
- Build and strengthen partnerships and visibility at local, regional and national (sometimes international) scale.
- Supervises and oversees all Deaf IGNITE staff members.
- Represent IGNITE and Willow publicly on local and national levels in a variety of settings, including: media interviews, speaking engagements, community meetings, events, conferences and other partners as requested.
- Coordinates interpreting services as needed for a variety of events.
- Develop and strengthen partnerships with Deaf community leaders and other local organizations to increase their knowledge of DV/SA Deaf IGNITE services and how to support and refer survivors in their community.
- Provide education and training for the local hearing communities, including: health professionals, victim services, law enforcement, etc.
- Provide community outreach and prevention education, including workshops and educational presentations about DV/SA and Deaf IGNITE services.
- Work closely with Preventative Education and Community Engagement to oversee the development and distribution of outreach materials tailored to the Deaf community, such as brochures, infographics, and videos related to DV/SA.
- Utilize social media to connect and inform individuals and groups about DV/SA related issues and resources.
- Collaborate with other DV/SA service providers and organizations to increase Deaf survivors' access to services. Participate in various working committees to enhance accessibility for survivors.
- Oversee the integration of the Deaf IGNITE Program into Willow's residential and community programs and services. Develop and implement referral procedures and build strong connections necessary for consistent collaboration and seamless services.
- Supervise and train interns and volunteer advocates assigned to the Deaf IGNITE Program.
- Work closely with Grants Evaluation and Administration, and the Finance to ensure grant deliverables are met, to review budgets, and to provide reports to funders and regulatory agencies.
- Work closely with Community Engagement and Prevention Education to engage the Deaf community in fundraising events and community initiatives.
- Maintain confidentiality and complete all job functions in an ethically and culturally competent manner.
- Provides timely documentation for client files and program statistics as required by funding sources.
- Will remain a point of contact for the OVW Underserved grant, until the life of said grant has expired.

#### OTHER DUTIES AS ASSIGNED

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- Attend Leadership meetings.
- Attend Deaf IGNITE Advisory Community meetings representing Deaf IGNITE/Willow.
- Serve on the Agency Leadership team to inform agency policy, strategic decisions, and implementation.

- ✔ Attend Domestic Violence Consortium meetings, grant partnership meetings and other professional development opportunities, including Willow trainings.
- ✔ Attend and participate in pertinent agency and community meetings and debriefings in the leadership level.
- ✔ Any other duties as may be assigned.

## REQUIRED QUALIFICATIONS

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- ✔ Bachelor's Degree in Social Work or related field is preferred, Master's Degree preferred.
- ✔ A minimum of two years of experience in counseling, case management, or advocacy using a trauma informed approach, with at least two years of leadership experience.
- ✔ Bilingual in ASL/English required.
- ✔ Immersed in Deaf culture.
- ✔ Excellent written/oral communication and computer skills (Microsoft Office suite) required.
- ✔ Position requires the ability to work well with a variety of systems, as well as maintaining consistent professionalism, discretion and confidentiality.
- ✔ The ability to select, develop, and motivate people and create a positive work environment is essential.
- ✔ Adaptable and flexible. Availability to work weekends and evenings as needed.
- ✔ New York State Driver's License not in jeopardy of being revoked and have a reliable vehicle.

## ADDITIONAL INFORMATION

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- ✔ Department: Community Programs
- ✔ Location: Strong Todd Building, Skill Family Building, and community locations
- ✔ Reports to: Director of Community Support Services
- ✔ Hours/Status: Full-time/Exempt
- ✔ Payrate: \$55,380 annually

## HOW TO APPLY

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Submit cover letter and resume by mail, email:

◦Mail: P.O. Box 39601, Rochester, NY 14604      ◦Email: [HR@willowcenterny.org](mailto:HR@willowcenterny.org)

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

***We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.***

*Willow Domestic Violence Center is an Equal Opportunity Employer*

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.