



Director of Services

Position: Director of Services

Job Description:

The Director of Services for Willow Tree Missions is a full-time social services position that reports directly to the Executive Director. The Director of Services is to provide direct service and care coordination to families and individuals seeking assistance. This position is housed at the Family Service Center at 100 E. Washington St. but will require a lot of “out-of-office” work and is not considered a desk job. There is a certain amount of structure to the position, but there is also plenty of opportunity to grow this position in a way that best serves our county.

Responsibilities include, but are not limited to:

- Direct client care for domestic violence (dv) clients which may include:
 - Assist with Order of Protections and Stalking No Contact Orders
 - Attend court with clients
 - Refer clients to legal counsel
 - Write care plans and providing crisis counseling
 - Help clients access financial assistance programs
 - Help clients search for housing, jobs, etc.
 - Track clients' progress through their plan and maintain contact
- Lead/facilitate trainings, classes, groups for clients and the community
- Provide positive encouragement and/or counseling and/or spiritual counseling for dv and non-dv clients through phone calls or one-on-one meetings
- Facilitate the Community Coordinated Response Team (CCRT) for Piatt County
- Collaborate with other entities in Piatt County that serve domestic violence-related issues
- Maintain the law enforcement paperwork packets with updates as needed
- Help retain records of financial assistance provided to clients
- Pursue funding to expand our services and develop new programs (with the Executive Director)
 - Be vigilant of new needs and opportunities for growth in the breadth and depth of our services
 - Develop policies and procedures for future onsite housing
 - Supervise and oversee new programs and their staff
- Oversight and grant writing for the continued support of the Onto Success program

Required Qualifications:

- Bachelor’s Degree in a human or social services field is required, and Master’s degree is preferred
- Minimum of 5+ years working in the human and social services field is preferred
- Able to pass a criminal background check
- 21 years of age or older
- Strong and current technology skills
- Reliable transportation





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Preferred Soft Skills:

- Ministry, people, and Christian-centered
- Provide positive and caring interactions with everyone
- Be passionate about and driven to connect with people
- Good listening skills and be able to listen to people without placing judgment/condition
- Approach people and situations gracefully with care and compassion
- Be reliable and trustworthy
- Motivated, can work unsupervised, and can manage time wisely
- Great verbal and written communication skills
- Competence with various communication platforms including telephone, email, and social media
- A willingness to grow and learn
- Collaborative and team-player attitude
- Organized yet flexible and can manage quickly changing situations
- Can set boundaries and make appropriate, sometimes difficult decisions
- Strong sense of self and a strong support system to help them balance the natural challenges of this position
- Working knowledge of non-for-profit business operations

Hours:

This is a full-time, 40-hour per week position. Working hours typically fall between 8:30 am - 4:30 pm Monday-Friday; however, this position will be engaged in some groups and crisis work that will fall outside regular business hours.

Compensation and benefits:

This position starts at a \$40,000 annual salary. Three weeks of paid time off per year. After a 90-day probationary period, employees are eligible for some paid holidays, which includes one full week between 12/24 and 1/1. No insurance is offered at this time.

How to Apply: Email your resume with cover letter and references to jill@willowtreemissions.org.

About Willow Tree Missions:

Established in 2007 first in Cisco and now in located in Monticello, **Willow Tree Missions** is a Christian based 501c3 non-profit corporation that operates a resale shop that funds services for victims of domestic abuse. Family Service Center staff assists clients determined to escape abusive situations and create healthier, safer environments for themselves and their children. For victims in imminent situations, we provide emergency shelter and assistance with food, clothing, transportation, and household needs. We partner with law enforcement officials and community advocates to obtain orders of protection, safety planning, and legal referrals. To help clients in moving forward, we also provide ongoing crisis and spiritual counseling. But we don't stop there. Recognizing the interaction between education, substance abuse, and emotional/physical trauma, we have instituted Christian-based support programs and proactive educational outreach





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initiatives. **Willow Tree Missions** is renovating a 140-year-old building in downtown Monticello and greatly expanding its services to include two transitional housing apartments and a multi-purpose space for educational and support programs. The completed renovations will also allow our resale shop to double its footprint, thus increasing its revenue to increase its services. One-time capital funding is essential to meet life safety requirements as we re-purpose the building to meet **Willow Tree Missions'** programming needs. To learn more: [Facebook](#) (@PiattCountyDV), [Facebook](#) (@WillowTreeMissions), [Instagram](#) (@WTMissions) or www.willowtreemissions.org, or email Info@willowtreemissions.org today.

