

Men's Engagement Supervisor

Full-time/Benefits Eligible

Bilingual Preferred

Monday through Friday 8:30 am to 5:00 pm*

Annual Salary: \$64,000 (not negotiable)**

**Flexibility is needed to work outside of this schedule on occasion*

***Bilingual differential pay is available*



PLEASE NOTE: If you are interested in applying for this position, please go to emergecenter.org/employment to fill out a full application. Resumes and cover letters submitted through Indeed (or any third-party website) will NOT be reviewed.

Emergence Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

POSITION OVERVIEW

The Supervisor of Men's Engagement is responsible for supervising, supporting, and coordinating the day to-day operations and documentation systems of the Men's Engagement team. This role provides administrative oversight, maintains quality assurance across all program records, facilitates internal communication and calendars, and serves as the primary liaison between Goodwill Industries of Southern Arizona and the Men's Engagement team. The Supervisor also contributes to the facilitation bench as a cross-trained backup and helps build and sustain tracking systems that support evaluation, accountability, and participant care.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

- Maintains confidentiality and trust for all employees, participants and visitors
- Commits to upholding the agency's mission, vision, community guidelines and values of safety, liberation, responsibility & repair, love, innovation, and joy. We value diversity, inclusion, equity, and belonging in all that we do
- Engage in radical service to, and acceptance of, staff and participants as they are by committing to showing up with integrity and love and encouraging all to use their power to affect change
- Commits to creating and maintaining a safe, equitable, trauma-informed, and healing work environment for all participants and staff members
- Commits to a culture of understanding how our collective actions affect participants' efforts to regain their independence and rebuild their lives
- Assess potential crisis situations responding to, and accurately documenting, in an equity-centered and trauma-informed manner while notifying appropriate personnel as soon as possible
- Follow all protocols and practices of Emerge programs, as well as all city, county, state, and federal rules
- Displays an ability to identify problems and generate a range of solutions utilizing creativity, collaboration, open communication, and critical thinking skills
- Maintains confidentiality of shelter sites and information pertaining to all staff, participants, and visitors.
- Dedicated to personal development, furthering knowledge, services, and approaches to better meet needs of participants and staff

- Strives for innovation incorporating new tools, practices, and mindsets that support relationship building, rest, restoration, and healing; not only for collective liberation but also for our individual wholeness, freedom, and ability to thrive
- Attend all meetings and trainings as required

ESSENTIAL DUTIES

- Ensure all Men's Engagement programs (MEP, Project Restore, Helpline calls) are documented accurately and on time by facilitators
- Track and QA submission of monthly MEP participant reports
- Perform routine ClientTrack data clean-up
- Create and maintain MEP Info Session Interview Sheets, coordinate interview facilitator availability
- Manage MEP Info Session data: attendance sign-in, ClientTrack entries, Info Session tracker updates
- Track and coordinate MEP review hearings for all participants; maintain facilitator coverage; attend hearings
- Attend and support facilitator 1-1s; brief managers on performance; contribute to KPIs and coaching
- Create the facilitator observation and backup calendar monthly; ensure full team coordination
- Oversee DVO pre/post test data for Google Form entry and quarterly report extraction
- Maintain and build out tracking systems across the Men's Engagement data systems (Google Suite, Sheets, Forms, etc.)
- Coordinates the Community Integration and Resilience Program (CIRP) data systems and send curated data to managers for quarterly and ad hoc reporting
- Participates in required trainings regarding Men's Education and the Men Stopping Violence model and best practices in working with men involved in the criminal justice system as well as men who are not involved in the criminal justice system
- Attends and actively participates in weekly meetings to debrief and discuss opportunities for personal accountability and demonstrate an openness to feedback and personal growth
- Provides backup co-facilitation support for MEP, as well as a range of Men's Engagement programs outside of MEP, including community-based men's groups, restorative programs, workshops, school-based initiatives such as CIRP, and bi-monthly resource clinics
- Provides backup staffing for a helpline for men in crisis situations who are struggling to make safe choices in their relationships. This includes utilizing tools, resources, and foundational perspectives from the MEP to provide immediate feedback, support and safety planning in the interest of supporting men to make safe and nonviolent choices.
- Conducts monthly quality assurance checks of program participant files
- Helps train new hires, volunteers, and interns on the duties and performance expectations of the position
- Maintains month end reports, statistics, and participant files in accordance with legal and licensing requirements, completing all documentation in a timely manner
- Appropriately maintains accurate information in the client services database and Men's Engagement databases

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least two (2) years of work, professional or life experience (personal), in the following areas:

Note: *Emerge recognizes that the required skills and knowledge needed to provide support to those harming their partner and family members can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.*

- Experience of individual or organizational work to support and advocate for survivors of gender-based violence
- Knowledge of the dynamics of domestic abuse and/or sexual violence
- Knowledge of the impact of trauma and lived experiences and the interface with what change process for men can look like
- Demonstrate knowledge and practice working with how gender identity, race, class, ability and sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence
- Demonstrate willingness and ability to confront racist, homophobic, transphobic behavior/comments in any setting
- Demonstrate a trauma-informed understanding and practice in working with trauma-based reactions/behavior (particularly during escalated situations/conversations) that prioritizes remaining grounded and not reacting out of fear or punitive intention

- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so that you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Excellent written and oral communication
- Knowledge of group facilitation and dynamics
- Ability to assess potential crisis situations and take appropriate action
- Ability to work well independently and be self-motivated
- Proficient computer skills including e-mail and calendars

PREFERRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least four (4) years of work, professional or life experience (personal)

- Bilingual (English/Spanish)
- Prior experience in program coordination, case management, or project implementation within human services, community engagement, or behavioral intervention setting
- Ability to manage data systems and documentation compliance (ClientTrack or similar case management software)
- Ability to analyze and interpret program data, produce reports, and support grant compliance or evaluation

OTHER REQUIREMENTS

- Ability to obtain appropriate fingerprint clearance through the Arizona Department of Public Safety
- Ability to obtain CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Must be able to lift up to twenty-five pounds
- Provide CPR/First Aid
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job

- Emerge staff provide high-quality, compassionate care to our participants, and we work together to ensure that survivors receive the support they need. We offer a range of services, including case management, lay legal assistance, housing support, and advocacy.
- We offer ongoing training and professional development opportunities to help our staff members grow and develop in their roles.
- Overall, our Community Based Services sites are a dynamic and rewarding place to work, where staff can make a real difference in the lives of others.

Emerge is an equal opportunity employer.

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