



Educational Director – DIVAS Program

Type of Position:	Part-Time (20 hours/week), Exempt
Salary Class:	Specialist
Work Site:	Chittenden Regional Correctional Facility
Supervisor:	DIVAS Program Director

Purpose: Justice-involved survivor's needs are supported and met using trauma-informed, survivor-centered interventions.

Outcomes:

1. Justice-involved survivors have opportunities for learning and trauma healing
2. DIVAS Participants have a safe environment to share their experiences through learning and engaging with other survivors
3. The DIVAS Program meets its contractual obligations.

Strategies:

Advocacy and Direct Service Provision:

- Provide educational groups using evidence-based curricula to incarcerated individuals housed at CRCF
- Collaborate with other DIVAS Team members to provide contract and grant deliverables
- Provide services group services using supportive, active listening; education on topics related to domestic and sexual violence, including safety planning, protecting children, dynamics within abusive relationships, understanding trauma and triggers, and identifying realistic, appropriate coping strategies within CRCF.
- Co-facilitate workshops, groups, and creative learning opportunities with other DOC-contracted or community-based service organizations
- Observe and track trends in areas of educational interest for incarcerated individuals

- Research and develop new evidence-based group learning for incarcerated individuals
- Create learning opportunities for individuals who are otherwise unable to participate in group offerings at CRCF
- Work with the Director of Advocacy to support incarcerated individuals who have experienced violence while incarcerated
 - This includes all DOC/ law enforcement interviewing, reporting, and compliance with Prison Rape Elimination Act (PREA) standards for the DOC

Program Planning and Development:

- Collaborate with the DIVAS Team, DOC Staff and contractors, community-based organizations, VT Network Staff, and Member Organizations to identify and develop new economic-related services, resources, and tools relevant to survivors of domestic and sexual violence and human trafficking
- Develop and maintain partnerships with relevant community agencies and multidisciplinary teams
- Create new and enhanced existing services and program materials
- Participation in speaking events and presentations.
- Participate in community committees and coalition meetings relevant to incarcerated survivors of domestic and sexual violence.
- All other administrative and direct service duties as necessary.
- Participate in weekly DIVAS Program team meetings.

State Contractor Expectations:

- Operate within all CRCF work rules and security practices, and any issue that may be reportable should be reported to the contractor's supervisor, who may need to report to a shift supervisor, Assistant Superintendent or Superintendent, or the contract manager.
- Describe the limitations and mandates of reporting requirements to DIVAS program participants to empower participants to decide what information they choose to share, with a clear understanding of the limitations of confidentiality in a prison setting.
- Obtain written, informed consent from program participants. When not possible and when services to a survivor will be delayed to the survivor's detriment, verbal consent will be obtained followed by written consent as soon as possible.

- Engage in ethical and appropriate relationships with program participants or past program participants at all times, including refraining from engaging in any informal contact.
- Participate in community committees and coalition meetings relevant to incarcerated survivors of domestic and sexual violence.
- Establish and maintain effective, professional rapport with CRCF staff, program providers, the Vermont Network staff member programs, and individuals accessing DIVAS services.
 - Collaborate with mental health, medical, case management, program providers, and security services within CRCF
- Abide by all Vermont Department of Corrections Work Rules and established security procedures.
- Collect all necessary data in support of required reporting
- Provide full, timely communication to the DIVAS Program Director and/or appropriate Department of Corrections staff regarding any issues or events where staff or inmate safety or security are concerned.
 - Regularly meet with the DIVAS Program Director for support and reflection.

Additional Activities:

- Manifest the core values of the organization – love, integrity, respect, and boldness.
- Use the Network's principles for Constructive Communication.
- Engage Member Organizations and the diverse voices of survivors to inform all activities.
- Represent the Vermont Network at statewide and national events or conferences as requested by the Deputy Director.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a bachelor's degree in human services or a related field *plus*;
- Knowledge of domestic and sexual violence and a demonstrated commitment to anti-oppression work and ending violence against women/girls and gender-based violence;
- Commitment and enthusiasm to work within a team model to achieve organizational goals;
- Ability to work in a fast-paced and nimble change-based organization;

- Excellent verbal and written communication skills;
- Excellent group facilitation skills.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our Member Organizations in their efforts to meet the needs of survivors and change the ways in which their communities think about and address domestic and sexual violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and foster an environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multicultural and diverse work environment which reflects diversity that exists among the people of Vermont. The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.