

YWCA of Annapolis & Anne Arundel County

Job Title: Intervention Services Advocate	Job Code: TBD
Department: Clinical	Job Grade: TBD
Revision Date: 06/25/2020	Fair Labor Standards Act (FLSA): Exempt

Position Overview

Working under the supervision of the Intervention Services Coordinator (ISC), the Intervention Services Advocate, provides services to those who have perpetrated domestic violence that are court-ordered or voluntarily seek assistance to change their behavior. The Advocate will serve as an Intake Worker and Facilitator for the the Abuse Intervention Program (AIP). The Advocate will assist with coordination and the facilitation of the AIP groups, which includes the following Men Overcoming Violence (MOV), Women's Alternative to Violence (WAV), Healthy Equal Relationship Options (HERO). The Intervention Services Advocate will work to ensure men and women who are court ordered or who are voluntarily participating in the programs receive quality, respectful, impactful and valued services in a timely manner.

The Advocate will develop and maintain relationships with persons in the agency, the justice system (i.e. District/Circuit Court, Parole and Probation, Department of Social Services, law enforcement, etc.), and elsewhere who interface with domestic violence perpetrators and victims.

The Advocate will provide general office support, greets clients and visitors and supports other programs of the agency as directed by the Executive Director. While many position responsibilities are outlined, it is understood that specific directives will be provided by the Intervention Services Coordinator and/or Clinical Director, as they pertain to the effective and efficient operations of the department.

Essential Job Functions: AIP Program

- Provide direct services and assistance to individuals who have perpetrated domestic violence that are court-ordered or are voluntarily seeking assistance to change their behavior;
- Conduct and complete Intake appointments for AIP participants in a timely manner;
- Complete & maintain participants' files, with all appropriate documents, and assign participants to groups as appropriate;
- Provide services and resources to the victims of perpetrators (victim contacts) enrolled in AIP;

- Serve as co-facilitator for WAV, HERO, &/or MOV as directed by the Intervention Services Coordinator;
- Facilitate an integrated skills program for teaching alternatives to domestic violence per the Group Leader's Manual;
- Engage with co-facilitator to process group interaction following each session of the program and join co-facilitator in (1to1) supervision periodically throughout the program;
- Provide individual, educational sessions and resources for AIP participants when deemed necessary;
- Conduct post-recidivism contacts with perpetrators who have completed the program.
- Offer individual, one-on-one counseling with a YWCA Therapist/Counselor when group is not appropriate. This is determined during the intake process.
- Make decisions in coordination with Intervention Services Coordinator concerning clients being assigned to groups and/or individual counseling sessions;
- Liaise with law enforcement and judicial system as needed for clients;
- Completes all required data collection and reporting requirements;
- Completes and distributes appropriate documentation such as: status reports, compliance reports and termination letters to the appropriate agencies (i.e. Office of Parole & Probation, Courts, referral agencies, States' Attorney's Office, etc.)
- Collect participants' fees and submits proper forms with monies to Intervention Services Coordinator;
- Submit attendance form to Intervention Services Coordinator;
- Model behavior expectations to perpetrators of domestic violence participating in the AIP including but not limited to: take position of holding group members fully responsible for their abusive behavior, show respect to members, lead members to new views of gender equality, teach skills in self-management and communication, model compassionate understanding of members' lack of self-validation;
- Maintain accurate and timely records of delivery of service to participants including but not limited to: up-to-date member files according to agency criteria, master group log of attendance, fees paid and homework, monthly statistics of administrative purposes, weekly notes on each participant and significant group interactions and Group Facilitator Evaluation on each facilitator from each participant two weeks prior to participant's completion;
- Explain lack of ***strict therapeutic confidentiality*** due to educational format, but reinforce the maintenance of appropriate privacy for each participant;

Non-Essential Job Functions

- Attends YWCA sponsored events;
- Attend required agency staff and supervisory meetings;
- Attend Parole & Probation Meetings with Coordinator
- Provide reasonable availability when substitute coverage is needed;

- Participate/liaison with community domestic violence intervention efforts;
- Provide reasonable availability for community presentations on domestic violence, as needed;
- Assist the Intervention Services Coordinator in marketing the program;
- Performs all other duties as deemed necessary by the Intervention Services Coordinator.

Requirements:

- Education and Training: BA Degree in social work, psychology/counseling or a related human services field is preferred; other educational endeavors and/or experience in the human service field may be substituted for formal education requirements;
- Experience: Previous employment of volunteer work in the field of human services and domestic violence is preferred. Candidates will be evaluated individually on the appropriateness of their experience.
- Staff employed by the AIP program shall be violent free in their own lives;
- Staff employed by the AIP program shall not use alcohol or drugs to an extent or in a manner that is determined to impair the individual's ability to function in a responsible, professional manner;
- Within six months of hire, the facilitator must have a minimum of 30 hours of training from a comprehensive Intimate Partner Violence Victim Service Agency, as defined by Code of Maryland regulations, on dynamics of intimate partner violence and its effects on children;
- All facilitators must have a minimum of 30 hours of training specific to working with perpetrators of intimate partner violence from an abuser intervention program certified in its State.

Additional Skills/Abilities/Qualifications:

- Thorough knowledge of counseling dynamics and skills;
- Knowledge of group dynamics;
- Knowledge of domestic violence;
- Experience facilitating large/small groups of mostly court mandated participants;
- Good written and telephone communication skills;
- Good administrative and organizational skills;
- Knowledge of basic Maryland State Laws pertaining to domestic violence;
- Ability to work in coordination with other staff members;
- Able to work under pressure and separate personal issues from the work at hand;
- Ability to provide effective and immediate crisis intervention for participants;
- Ability to maintain accurate, up-to-date records;
- Prior work experience in office management;
- Proficient in Microsoft Word, Excel and Outlook;

- Able to work with people of diverse educational, cultural and economic backgrounds;
- Able to work independently, with minimal supervision;
- Able to bend and lift 40 pounds, or the equivalent of a box of brochures;
- Commitment to the mission and vision of the YWCA of Annapolis and Anne Arundel County;
- Evening hours required;
- Good attention to detail;
- Able to work to successfully multi-task and prioritize several assignments in a short time frame.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Signature _____