

YWCA of Annapolis & Anne Arundel County

Job Title: Abuse Intervention Program Group Facilitator	Job Code: TBD
Department: Clinical	Job Grade: TBD
Revision Date: 07/3/2020	Fair Labor Standards Act (FLSA): Exempt

Position Overview

Working under the supervision of the Intervention Services Coordinator, the Facilitator provides services to those who have perpetrated domestic violence that are court-ordered or voluntarily seeking assistance to change their behavior. The Facilitator will co-lead AIP groups which include the following: Men Overcoming Violence (MOV), Women's Alternative to Violence (WAV) & Healthy Equal Relationship Options (HERO).

While many position responsibilities are outlined, it is understood that specific directives will be provided by the Intervention Services Coordinator, Clinical Director and/or Chief Executive Officer as they pertain to the effective and efficient operations of the department.

Essential Job Functions:

- Provide quality and timely assistance to individuals perpetrating domestic violence that are court-ordered or are volunteers seeking assistance to change their behavior;
- Assist the learning process by using agency approved curriculum to teach responsibility, accountability, empathy and healthy relationship options;
- Participate with co-facilitator in processing group interaction following each session of the program;
- Join with co-facilitator in (1to1) supervision periodically throughout the program;
- Collect participants' fees and submit proper forms with monies to the 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 participant records, including but not limited to, up-to-date member files according to agency criteria, group attendance/audits, fees, monthly statistics, weekly notes on each participant and significant group interactions, participant forms and surveys;

- Explain lack of strict therapeutic confidentiality due to educational format, but reinforce the maintenance of appropriate privacy for each participant; and
- Other duties as assigned by AIP Coordinator.

Non-Essential Job Functions:

- Attend required agency and supervisory meetings;
- Provide availability for and seek alternatives when substitute coverage is needed;
- Participate/liaison with community domestic violence intervention efforts;
- Provide reasonable availability for community presentations on domestic violence, as needed;
- Performs all other duties as deemed necessary by the Intervention services Coordinator and Chief Executive Officer.

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 at the discretion of the Chief Executive Officer;
- Experience: Previous employment or 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.

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