

POSITION DESCRIPTION

**Name:**  **Vacant**

## Job Title: Bilingual Supervising Facilitator

**Level: 4**

**FLSA Status: Non-Exempt**

**Supervisor: Lead Facilitator**

**Job Classification: Full Time**

**Position Summary:**

The Bilingual Supervising Facilitator ensures that group work in the agency’s abuse intervention programs is aligned with the programs’ philosophy and that program participants receive the program’s full curriculum. The Bilingual Supervising Facilitator will work with the Lead Facilitator to ensure the goals, objectives, and work efforts of the programs are consistent with the mission of the House of Ruth Maryland and advance the agency and programs’ strategic goals and objectives. The Bilingual Supervising Facilitator provides leadership and supervision to part-time Bilingual Group Facilitators and leads initiatives to advance the development of services for Spanish speaking participants and their families. All Facilitators in the program may lead the program’s orientation sessions and conduct bio-psycho-social intake assessments with new participants. The Bilingual Supervising Facilitator also assists with special projects such as curriculum development, trainings, and community outreach, as well as, provides back up coverage for other Facilitators on an as needed basis*.*

**Qualifications:**

* Applicant must be fluent in both Spanish and English speaking, reading and writing
* Bachelors’ degree in a human service field
* Minimum 2 years of experience facilitating curriculum-based groups
* Minimum 1 year experience supervising staff
* Experience working with the criminal justice system and with marginalized or oppressed groups is preferred
* Good written and verbal communication skills
* Client assessment, group work, project planning and conflict management skills required
* Computer literate (MS Office, internet, e-mail) and experience working within a data tracking system are necessary
* Able to confidently work with a population that has a history of violent and criminal behaviors
* Ability to understand intimate partner violence and how it affects the client population
* Ability to work with people from diverse backgrounds
* Demonstrated ability to provide the leadership that enables staff to consistently meet goals.
* Must be able to pass a criminal background check.
* Must be violence free in own life with no charges of violence within a minimum of three years. If applicant has ever been identified as a perpetrator of intimate partner violence, the applicant must have successfully completed a certified abuse intervention program.

**Duties:**

Essential Duties:

* Supervises part-time Bilingual Group Facilitators; develops and maintains weekly schedules, adjusting to ensure program coverage.
* Manages budgeted hours for part time Group Facilitators.
* Coordinates and conducts weekly orientation sessions for new participants.
* Establishes participant fees. Reviews and adjusts fees in keeping with program fee policy and schedule.
* Collects, handles, and documents fees in accordance with program policy.
* Facilitates group sessions and provides back-up coverage as required.
* Intervenes with Spanish-speaking program applicants and participants to address and resolve conflicts.
* Addresses issues and concerns of men in program, including assistance to other Group Facilitators to resolve issues and problems.
* Provides support, coaching, and training to Bilingual Group Facilitators to ensure standards of practice are met.
* Actively participates in program development activities, staff meetings, and case review sessions.
* Ensures participant electronic and paper file documentation meets program standards.
* Serves as primary liaison between program and other community programs serving Spanish speaking individuals
* Conducts and coordinates activities related to service referrals and support for group participants.
* Makes recommendations to the Lead Facilitator regarding participant status in the program.
* On an as needed basis, addresses issues with participants including referrals for additional services and assessing appropriateness to continue in the program.
* Actively participates in the development and implementation of initiatives to increase the number of non-violent men involved in violence prevention activities.
* Provides individual support and advocacy for participants as appropriate.
* Assists the Lead Facilitator in creating and offering staff trainings.
* Must work some evenings to provide group coverage.
* Other duties as assigned.

# Non-Essential Duties:

* Provides community education and training on intimate partner violence and agency services.
* On an as needed basis, is available by phone for crisis support.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Authority:**

* Recommend staff for hire.
* Create and approve adjustments in staff work schedules.
* Assign work to direct reports and related staff.
* Supervise and evaluate staff. Implement disciplinary action in consultation with Human Resources and the Lead Facilitator.
* Establish, adjust, and collect fees.
* Make decisions regarding applicant and participant program status.
* Represent the program and the agency in the community.

**Measures of Success/Accountability:**

* Meets program standards and objectives.
* Performance of direct reports.
* Staff retention.
* Paper and electronic case files.
* Reputation with program partners and in community.
* Client and staff feedback
* Evaluation by supervisor