

Job Title: Group facilitator

Department: Abuser Intervention Program

Reports To: Program Coordinator

SUMMARY

The group Facilitator is responsible for the implementation of group curriculum for the agency's abuser intervention program. Assists program coordinator with the enrollment process, intake, and orientation of group participants. The Facilitator will co-lead AIP groups for individuals who have perpetrated domestic violence and are court-ordered to participate in the program consistent with the mission of Turn Around, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CLASSIFICATION: Contractual; 10 hours per week

SALARY RANGE: \$70 per group (90 minute group/30 minute paperwork)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitates group sessions and provides back-up coverage as needed

Check in participants for assigned scheduled groups and appointments

Collect payment for assigned groups and appointments. Co-facilitate assigned groups

Assist with documentation of participant activities including termination reports and reports to Parole and Probation

Document group notes immediately following each group using Apricot software.

Complete monthly progress notes for each participant in group

Intervenes with program applicants and participants to address and resolve conflicts.

Addresses issues and concerns of participants in the program, including assistance to other group Facilitators to resolve issues and problems.

Provides support AND coaching to volunteers and interns to ensure standards of practice are met.

Contributes to development and implementation of program curriculum for working with men, women, and those who are part of the LGBTQIA+ communities, who have used abusive behaviors against an intimate partner

Actively participates in program development activities, staff meetings, and case review sessions.

Ensures participant electronic and paper file documentation meets program standards.

Conducts and coordinates staff activities related to service referrals and support for group participants.

Makes recommendations 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 participants in the program and their engagement with the agency.

Assists in developing and implementing staff training.

On an as needed basis, is available by phone for crisis counseling with program participants.

Participate in professional development and training

Complete minimum required qualification training within one year of employment.

Respond to phone calls and email correspondence in a timely fashion

EDUCATION AND EXPERIENCE

Minimum Bachelor's Degree in Psychology, Social Work, or related counseling field. Must be knowledgeable in issues of Intimate Partner Violence with demonstrated skills in group facilitation.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work, Counseling, or a related field

Knowledge of issues of gender-based violence

Demonstrates cultural competency in working with a diverse population

The ability to work independently as well as collaboratively in a team environment

Thrives in a dynamic environment

Knowledge of database management systems

Evening and weekend (Saturday)

Bi-lingual (preferably)

1+ years direct work with batterers, preferable

Must pass a criminal background check.

LANGUAGE SKILLS

Strong written skills. Ability to write reports, business correspondence,

Ability to effectively present information to professionals and group participants.

Ability to speak effectively to collaborative agencies

REASONING ABILITY

Ability to develop and implement short and long-range plans. Ability to implement effective internal controls.

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

TECHNICAL SKILLS Sufficient computer skills to operate email, Internet, Microsoft Office, Adobe, online social media platforms, virtual learning platforms, and Apricot Software. Ability to respond to requests

WORK ENVIRONMENT: This position is a predominantly in a standard office environment with potential for limited remote work on an agreed upon schedule with approval of direct supervisor. Office runs from 9am-5pmEst. Weekend and evening hours required. TRAVEL: Some local and state travel required.

CERTIFICATES, LICENSES, REGISTRATIONS Not Applicable

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.

Routine office mobility.

Occasional lifting of boxes.

Ability to comfortably speak for an hour or more.

Sustained posture in a seated position for prolonged periods of time.

Must have valid driver's license and provide personal vehicle

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT:

TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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Work Remotely: No

Job Types: Part-time, Contract

Pay: Up to \$140.00 per day

Benefits:

Employee assistance program

Health savings account

Professional development assistance

COVID-19 considerations:

All staff and clients are required to wear masks, social distancing required; must be vaccinated

Application Question(s):

You must have knowledge or experience working in the domestic violence field. What experience do you have with this population?

Education:

Bachelor's (Required)

Experience:

Group facilitation: 1 year (Required)

Work Location: One location