



TurnAround Job Description

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: \$20/ hour

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

1. Bachelor's degree in Social Work, Counseling, or a related field
2. Knowledge of issues of gender-based violence
3. Demonstrates cultural competency in working with a diverse population
4. The ability to work independently as well as collaboratively in a team environment
5. Thrives in a dynamic environment
6. Knowledge of database management systems
7. Evening and weekend (Saturday)
8. Bi-lingual (preferably)
9. 1+ years direct work with batterers, preferable
10. Must pass a criminal background check.

LANGUAGE SKILLS

1. Strong written skills. Ability to write reports, business correspondence,
2. Ability to effectively present information to professionals and group participants.
3. Ability to speak effectively to collaborative agencies

REASONING ABILITY

1. Ability to develop and implement short and long-range plans.
2. Ability to implement effective internal controls.
3. Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

TECHNICAL SKILLS

1. Sufficient computer skills to operate email, Internet, Microsoft Office, Adobe, online social media platforms, virtual learning platforms, and Apricot Software.
2. 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.

1. Routine office mobility.
2. Occasional lifting of boxes.
3. Ability to comfortably speak for an hour or more.
4. Sustained posture in a seated position for prolonged periods of time.
5. 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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