

## ANEW: BUILDING BEYOND VIOLENCE & ABUSE

### Job Posting

<b>Title:</b> Partner Abuse Intervention Program Assistant	<b>Department:</b> Partner Abuse Intervention Program (PAIP)
<b>Type:</b> Full-Time	<b>Reports To:</b> PAIP Program Manager
<b>Classification:</b> Non-exempt	<b>Supervises:</b> N/A

#### Job Summary:

The Partner Abuse Intervention Program (PAIP) Assistant is a member of Anew: Building Beyond Violence & Abuse's Domestic Abuse Intervention Program. The Program Assistant will work as an administrative assistant and group co-facilitator for the PAIP program. As an administrative assistant, the individual is responsible to work with the program manager in order to (1) maintain accurate records and files of the participants in the program, (2) keep track of payments and fees owed by participants, (3) inform referral sources about participant progress, (4) and maintain effective communication with referral sources, participants and group facilitators. As a group co-facilitator, the Program Assistant is responsible for conducting psycho-educational training through group discussion to perpetrators of domestic violence in order to (1) ensure the safety and the rights of victims and their children, (2) to ensure that perpetrators are held accountable for their abusive behavior, and (3) to assist participants in making nonviolent, non-abusive and non-controlling behaviors in coordination with other co-facilitators. In addition, as a co-facilitator the Program Assistant is responsible for maintaining healthy group dynamics, ensuring payment at time of service, and accurate and timely documentation.

Our ideal candidate is friendly, positive and a team player. It is preferred that this individual has knowledge of the dynamics of intimate partner violence and trauma informed care and is able to relate effectively with people of diverse cultural backgrounds, education, age, and experiences. The individual in this position is knowledgeable about trauma-informed care and can demonstrate empathic, non-judgmental attitudes towards those who use abuse in a relationship. They must display flexibility and the ability to multi-task to manage the range of duties associated with working in a client-centered program. The preferred candidate for this position is self-motivated, detail oriented and able to carry out tasks independently and in a timely manner. They should have demonstrated computer skills, and excellent written and verbal communication skills. Additionally, the candidate should have strong problem-solving skills and strong organizational and time management skills.

#### Duties and Responsibilities

- Obtain Partner Abuse Intervention Professional Certification (CPAIP) within the second year of hire and maintain certification.
- Comply with PAIP program manual.
- Answer agency calls to PAIP office, triage phone calls and coordinate with other staff as needed and make assessment appointments and referrals to current participants as appropriate.

- Prepare group folders weekly to ensure co-facilitators have all relevant forms and letters for participants.
- Review group folders after groups for quality assurance, communications from co-facilitators, participant payments, and forms to be filed.
- Reconcile and monitor the client fees weekly, including fees paid and balances due, and prepare and submit a Fees Collected report weekly.
- Track participant attendance weekly in the folder and in the electronic record.
- PAIP data entry for monitoring participant attendance/fees and for grant reports.
- Communicate with participants about fees, attendance, and other matters.
- Submit monthly class updates to staff completing safety checks.
- Prepare for weekly group lessons based on the Abuser Intervention curriculum.
- Collaborate with co-facilitator to run groups, engage group participants, and hold group participants accountable.
- Facilitate individual discussions and sessions with participants as needed.
- Set and enforce expectations and boundaries to maintain healthy group dynamics.
- Collaborate with co-facilitator to complete required group documentation and monthly reports for each participant.
- Collect payments from participants at time of group and prepare a report of the payments.
- Complete and submit all required paperwork, including attendance, session reports, payment verification forms, and monthly evaluations on participants by established deadlines.
- Meet with PAIP Program Manager for supervision.
- Attend monthly Abuser Intervention Program facilitators meeting.
- Attend additional trainings and other DV related meetings as assigned by the supervisor.
- Attend Anew All-Staff meetings.
- All other duties as assigned.

### **Qualifications**

- Fluency in both spoken/written Spanish and English preferred
- Bachelor's degree in Social Work or related field required or relevant life experience
- Abuse free with no history of perpetrating violence for a minimum of 5 years required
- Completed both the 40-Hour Domestic Violence Training and 20-Hour Partner Abuse Intervention Training, preferred. Will be provided by Anew, if needed
- Proficiency in Microsoft Word, Excel, and PowerPoint
- At least 2 years of experience facilitating social service groups preferred
- Knowledge of the dynamics of intimate partner violence and trauma informed care preferred
- Ability to work independently and apply critical thinking skills
- Excellent written and verbal communication skills and interpersonal skills
- Strong problem-solving, organizational, and time management skills
- Detailed-oriented with strong problem-solving skills
- Ability to work well as a team member and effectively communicate with others
- Ability to handle sensitive information in a confidential manner required
- Ability to adhere to the Anew value statements

- Must be able to operate general office equipment
- Must have reliable transportation, proof of insurance, and valid driver's license
- Must be able to stand/walk for periods of time and lift up to 25lbs
- Flexibility in scheduling a must. Ability to work some evenings and Saturday hours required

### **Compensation and Benefits**

The compensation for the position is \$18.75/hour for 35 hours/week. Anew offers benefits including: medical, dental, vision, life, short-term disability, long-term disability, 14 holidays and paid time off. This position is also eligible to participate in our 403(b) Plan and Aflac benefit plans.

If you are interested in applying for the position, please email your resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other characteristic protected by law.

For more information about Anew: Building Beyond Violence & Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org).