

ANEW: BUILDING BEYOND VIOLENCE & ABUSE

Job Posting

Title: Partner Abuse Intervention Program Assistant	Department: Partner Abuse Intervention Program
Type: Full-Time	Reports To: PAIP Program Manager
Classification: Non-exempt	Supervises: None

Job Summary:

The Partner Abuse Intervention Program Assistant is a member of Anew: Building Beyond Violence & Abuse's Partner Abuse Intervention Program (PAIP). This program promotes healthy and safe intimate partner relationships utilizing a group model focused on facilitating change through education and accountability for those who have chosen to harm and abuse as a means of power and control. We need a dynamic team player who will support program staff and work as an administrative assistant for the PAIP program. As a program assistant, the primary responsibilities include (1) maintenance of accurate program records and participant files, (2) record keeping for payments and fees owed by participants, (3) assistance with preparation for group services, (4) and maintaining effective communication with referral sources, participants, and program staff.

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 relates effectively with people of diverse cultural backgrounds, education, age, and experiences. The individual in this position must be able to 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 while working within a team atmosphere. They should have demonstrated computer skills, and excellent written and verbal communication skills. Additionally, the candidate should have strong problem-solving abilities and strong organizational and time management skills.

Duties and Responsibilities:

- Comply with PAIP program manual.
- Answer and triage calls to PAIP office.
- Schedule assessment appointments and generate referrals for participants as appropriate.
- Track call types for reporting and statistical data.
- Collect electronic payments and from walk-in participants and prepare a receipt of payment.
- Prepare group folders weekly to ensure co-facilitators have all relevant forms and letters for participants.
- Check group folders after groups for group notes, communications from co-facilitators, participant payments, and forms to be filed.
- Track and record participant payments weekly in the folder and program databases and prepare deposit by established deadline.
- Reconcile participant fees weekly, including outstanding balance, and submit a Fees Collected report to Program Manager.
- Track and record participant attendance weekly in the folder and in program databases.

- Assist Program Manager in creating notification letters to participants regarding outstanding fees, attendance, and other programmatic matters.
- Provide information to participants about outstanding fees, attendance, and other programmatic matters as requested in coordination with co-facilitators.
- Coordinate and submit monthly class updates to staff completing safety checks.
- Enforce programmatic expectations and boundaries in all participant interactions.
- Ensure participant charts meet all eligibility and documentation requirements.
- File relevant documentation and maintain participant charts to ensure audit ready at all times.
- Assist Program Manager in compiling and submitting monthly reports for each participant.
- Monitor and submit requests for office supplies or other supplies necessary for program operations.
- Coordinate general maintenance and repairs for program offices.
- Meet regularly with PAIP Program Manager for supervision.
- Document all contact with and about direct services with participants.
- Ensure all case related documentation is submitted per established deadlines.
- Complete and submit weekly employment related paperwork per established deadlines.
- Participate in and represent Anew on various committees as assigned.
- Attend all required program meetings and Anew All-Staff meetings.
- Promote Anew services, mission, and values in all aspects of employment.
- Attend additional trainings and other DV-related meetings as assigned.
- Work with other staff to maintain open communication and develop a team approach.
- All other duties as assigned.

Qualifications:

- Associate degree in human services or related field preferred or relevant work experience.
- Fluency in both spoken/written Spanish and English preferred.
- Completed both the 40-Hour Domestic Violence Training and 20-Hour Partner Abuse Intervention Training, preferred. Will be provided by Anew, if needed.
- Abuse free with no history of perpetrating violence for a minimum of 5 years required.
- Knowledge of the dynamics of intimate partner violence and trauma informed care preferred.
- Previous office management experience preferred.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Outlook, Excel, Access, and Windows-based databases.
- Ability to work independently and apply critical thinking skills.
- Excellent written and verbal communication skills and interpersonal skills.
- Strong organizational and time management skills.
- Detail-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 values 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 hiring range for this position is \$16.80 – \$21.00/hour for 35 hours per week. A \$0.50 differential is provided for Spanish speaking hires. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; short-term and long-term disability; and the ability to contribute to our 403(b) plan with 3% company matching. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to 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 category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at www.anewdv.org.