

ANEW: BUILDING BEYOND VIOLENCE & ABUSE

Job Description

Title: Partner Abuse Intervention Group Co-Facilitator	Department: Partner Abuse Intervention (PAIP) Program
Type: Part-Time	Reports To: PAIP Program Manager
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Abuser Intervention Group Co-Facilitator is a member of Anew: Building Beyond Violence & Abuse's Partner Abuse Intervention Program. The co-facilitator is responsible for conducting psycho-educational training in a group setting to persons who used force or controlling tactics against an intimate partner in order to (1) to ensure the safety and the rights of those victimized and their children, (2) to ensure that those who choose abuse are held accountable for their behavior and (3) to assist program participants in using nonviolent, non-abusive and non-controlling behaviors. The co-facilitator will work with another co-facilitator to lead the group discussions, hold the group participants accountable, and help the group participants engage fully with the program. In addition, the co-facilitator is responsible for maintaining healthy group dynamics, ensuring payment at time of service, and accurate and timely documentation.

Our ideal candidate is an individual who can relate effectively with people of diverse cultural backgrounds, education, age, and experiences. The candidate is able to engage participants who may be reluctant to share in a group setting. The candidate is knowledgeable about dynamics of intimate partner violence and trauma-informed care and can demonstrate empathic, non-judgmental attitudes towards those who used abuse in a relationship. The co-facilitator can initiate dialogue with group participants focused on deconstructing historical, socially constructed entitlements that support violence. The co-facilitator is engaged in ongoing reading, dialogue, and training to deepen an understanding of intimate partner violence. Our ideal candidate is friendly, positive and a team player. They must display flexibility and the ability to multi-task to manage the range of duties associated with working in a psycho-educational program for non-volunteer clients. 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, organizational and time management skills.

Duties and Responsibilities:

- Comply with Partner Abuse Intervention Program Manual.
- Prepare for weekly group lessons based on the program 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.
- Maintain and update group information to ensure accurate communication with PAIP Office.
- Meet regularly with PAIP Program Manager for case reviews and professional development supervision.
- Complete and submit weekly employment-related paperwork and monthly reports to the Program Director as required.
- Participate in training as required by job responsibilities and funders through approval process.
- Participate in and represent Anew at various networking and outreach events and committee meetings as assigned.
- Attend monthly PAIP team meeting.
- Attend Anew All-Staff meetings.
- Collaborate with PAIP staff and staff from other programs to maintain open communication and maintain a team approach.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Social Work or related field required or relevant life experience
- Fluency in both spoken/written Spanish and English preferred.
- Abuse free with no history of perpetrating violence for a minimum of 5 years.
- At least 2 years of experience facilitating social service groups required.
- Knowledge of intimate partner violence dynamics and trauma-informed care.
- Completed both the 40-Hour Domestic Violence Training and 20-Hour Partner Abuse Intervention Training, preferred. Will be provided by Anew, if needed.
- Excellent computer skills and knowledge. Proficiency in basic computer programs including Microsoft Word, Excel, and Windows-based databases.
- Excellent written and verbal communication skills and interpersonal skills.
- Detail-oriented with strong problem-solving skills.
- Strong critical thinking and crisis intervention skills.

- Strong organizational and time management skills.
- Ability to work and research information independently.
- 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 demonstrate the values of Anew.
- Must be able to operate general office equipment.
- Must be able to stand/walk for periods of time and lift up to 25lbs.
- Must have reliable transportation, proof of insurance, and a valid driver's license.
- Flexibility in scheduling a must. Ability to work either, or both, evenings and Saturday hours required.

Compensation and Benefits

The hiring range for this position is \$18.40 - \$21.85/hour for up to 10 hours per week. A \$0.50 differential is provided for Spanish speaking hires. This position is eligible for Aflac benefits. In addition, this position is eligible to participate in our 403(b) plan with 3% company matching.

If you are interested in applying for this position, please email your 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, protected 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.