

**DOMESTIC ABUSE INTERVENTION CENTER
JOB DESCRIPTION
MEN'S PROGRAM FACILITATOR**

HOURS: As needed

REPORTS TO: Director

TRAINING AND SUPERVISION: Director

RESPONSIBILITIES:

- Facilitate groups for Batterer's in Men's Program & Individual
- Track Attendance and program compliance for group participants
- Maintain progress notes and treatment plan for group participants
- Reports to courts and other mandating agencies on participant progress by completing affidavits of non-compliance, monthly progress report, and program completion.
- Completion of all required documentation and paperwork in a timely manner
- Ongoing professional development including keeping abreast of recent trends and developments of DV, L& SS and advocacy as they pertain to the clients served by Domestic Abuse Intervention Center, by reading and attending seminars and trainings.

QUALIFICATIONS:

- High School diploma/GED plus one (1) year experience working with Domestic Violence population, or a BA in a Human Services Related field. Staff must receive 20 hours of relevant training annually. Combined with appropriate experience, training in related field.
- Ability to relate to coworkers, peers, residents and others in a positive and professional manner.
- Ability to communicate effectively verbally and writing

- Knowledge of community resources

- Bilingual in Spanish/English preferred

- Knowledge about domestic violence issues

- Non-judgmental with demonstrated ability to maintain healthy boundaries with client and staff.

- Must complete CYFD Background Clearance prior to Employment.

- Must have a valid drivers license and transportation

Other duties as requested/required

Signature

Date

Director

Date

