

SOUTH SUBURBAN FAMILY SHELTER

Job Description

Title: Abuser Intervention Program Assistant	Department: Domestic Violence Abuser Intervention Program
Type: Part-Time	Reports To: DVAIP Program Manager
Classification: Non-exempt	Supervises: None

Job Summary:

The Program Assistant will work as an administrative assistant and group co-facilitator for the DVAIP program. As an administrative assistant, the individual is responsible to work with along the program manager in order to (1) maintain accurate records and files of the participants in this program, (2) keep track of payments and fees owed by participants, (3) inform referral sources about participants' progress, (4) and maintain effective communication with customers and group facilitators. As a group co-facilitator this person is responsible for conducting psycho-educational training in a group setting 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 addition, as a co-facilitator, the person will work with another co-facilitator to lead the group discussions, hold the group participants accountable, and to help the group participants engage fully with the program.

Our ideal candidate is an individual with knowledge of the dynamics of intimate partner violence, computer skills, and excellent written and verbal communication skills. The individual should also be detail-oriented with the ability to work independently. Additionally, the candidate should have strong problem solving skills and strong organizational and time management skills.

Duties and Responsibilities

- Complete the Abuser Intervention Facilitator 20-Hour Training and complete the Domestic Violence 40-Hour Training.
- Obtain Partner Abuse Intervention Professional Certification (PAIP) within one year of hire and maintain certification.
- Comply with DVAIP program manual.
- Answer agency calls to DVAIP office, transfer phone calls to appropriate extensions, and make assessment appointments and referrals to current participants as appropriate.
- Prepare group folders every week and prepare and print forms needed for groups.
- Review group folders after groups and file forms.
- 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.
- DVAIP 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 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 DVAIP 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 mandatory SSFS All-Staff meetings.
- All other duties as assigned.

Qualifications

- High school diploma required; Bachelor's degree preferred
- No history of perpetrating violence or be abuse-free for a minimum of 5 years required
- Bilingual in English and Spanish preferred
- At least 2 years of experience facilitating social service groups preferred
- Knowledge of the dynamics of intimate partner violence preferred
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong problem-solving, organizational, and time management skills
- Detailed-oriented
- Ability to work independently
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Must be able to operate general office equipment
- Ability to work evenings and weekends and be flexible with scheduling
- 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
- Ability to handle sensitive information in a confidential manner
- Ability to demonstrate the values of SSFS

Compensation and Benefits

The compensation for the position is \$16/hour for 25 hours/week. This position is eligible for PTO accrual, holiday pay, and short-term disability benefits. Aflac benefits such as telemedicine, dental, vision, etc. are also available.

If you are interested in applying for the position, please email your resume to careers@ssfs1.org.

SSFS 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 South Suburban Family Shelter, please visit our website at www.ssfs1.org.