

Title: Batterer's Intervention Program Facilitator
Hours: Varies
Wage Range: \$18.00 to \$19.44 per hour
Supervisor: Batterer's Intervention Coordinator
Exempt Status: Non-Exempt

Job Summary:

The Batterer's Intervention program provides a certified program to address skills of accountability, healthy life choices, and non-violent relationships to reduce the likelihood of recidivism. Under broad supervision, the Batterer's Intervention Program Facilitator is responsible for facilitating Batterer's Intervention classes when needed. Significant client contact is required.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Maintain and convey sensitivity of participant's personal and cultural needs
- Facilitate group sessions for program participant's
- Provide weekly progress reports on participants as needed
- Provides following-calls, emails, etc. as needed
- Takes and processes payments for program services
- Attends trainings related to regulation changes and implementation
- Provide appropriate referrals to other resources in the community
- Informs supervisor of any unusual situations that arise and provide solutions to issues
- Maintain client confidentiality with other agencies and general public
- Attend meetings as needed/required
- Helps ensure a safe working environment for staff and clients
- Other duties as assigned

Required Skills/Abilities:

- Excellent level of proficiency in Word, Excel and Internet email
- Familiarity and interest in working in the human service field
- Excellent working knowledge (or the ability to learn) community resources and support systems
- Ability to effectively resolve conflict and cope with crisis situation
- Excellent writing and communication skills
- Ability to pass background clearance

Education and Experience:

- AA in human service field and 1 year experience in comparable position OR High school diploma or equivalent and 3 years' experience in a comparable position
- 2 years' experience in a comparable position
- 1 years' experience providing case management and monitoring

Physical Requirements:

- Position works in office setting, outdoor setting an various other locations to provide a variety of recreational options
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.
- Some driving required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.