

Overview: This employee provides assessment and intervention services for all [program name] service participants; facilitates [program name] intervention groups and assures that service participant reports are completed in accordance with program expectations. This is a part-time, unit of service position.

Required Qualifications

I. Education

- Bachelor's degree in human service field; or High school diploma and four years of equivalent experience involving direct contact work with victims and/or perpetrators of domestic violence.

I. Experience

- Human service experience as noted above

II. Certificate/Licensure

- Must meet the State Standards for Battering Intervention Services.

III. Skills and Abilities

- Demonstrated verbal and written communication skills
- Ability to work under stress
- Computer skills:
- Oral and written communication skill
- Interpersonal engagement skills
- Documentation skills
- Ability to ascertain vague client information and assist service participants in divulging personal information
- Ability to maintain confidentiality
- Strong knowledge and experience in domestic violence dynamics.
- Ability to engage service participants in a manner conducive to the gathering of relevant historical information
- Ability to prioritize work

Assigned Duties/Responsibilities

I. Essential Job Duties

- Provide accurate documentation for all contact with service participants
- Provide necessary correspondence/communication with supervisors
- Provide effective group intervention.
- Provide ongoing assessment, referral and/or monitoring of service participants
- Provide effective individual intervention as needed/determined by supervisors
- Provide and maintain accurate documentation for [program name] service participants
- Provide necessary correspondence/communication with all referral sources.
- Correspond/communicate with partners as needed
- Attend and participate in scheduled supervision sessions

II. Supplemental Job Duties

- Attend quarterly Agency staff meetings
- Other duties as requested
- Appropriately accesses, uses and safeguards client Confidential or Protected health Information in the performance of job duties.

III. Reporting Relationships

- Reports directly to the [program name] Program Coordinator.

IV. Working Conditions

- Flexibility in schedule
- Evening hours required
- Weekend, out-of-town, and overnight travel may be required for training purposes
- Shared office space and electronic equipment
- General office environment with forced air and fluorescent lighting
- Full-time salaried position
- Primarily housed in [program name]
- Position also offers services out of [program name]