



WOMANHAVEN, A CENTER FOR FAMILY SOLUTIONS

Department: Batterers Intervention Program

Location:

Job Title: Program Coordinator

Salary Range: \$15 hourly

Reports To:

Title:

Type of position:

Hours 40 / week

Full-time unclassified (At will)

Exempt Position

Part-time

Non-Exempt Position

Center for Family Solutions Shelter Services provides services to individuals and families who have been affected by domestic violence in Imperial County CA.

Summary: WomanHaven a Center for Family Solutions a seeking highly qualified applicants for the position of Program Coordinator, Batterer Intervention Programming (BIP). This position is responsible for coordinating and delivering services related to batterer intervention programming (BIP) to offenders primarily in Imperial County. Work will include assessing appropriateness for BIP, conducting BIP groups, and coordinating with other relevant CFS staff to work with offenders in reducing their risk of future battering behavior.

The Program Coordinator will also facilitate outreach presentations, tours, educational forums, and informational material for external mental health agencies and the community.

ESSENTIAL FUNCTIONS:

1. Will Interview clients to assess mental status and determine the individual's strengths, needs and resources; assess physical and psychosocial impairment, living arrangements, financial status and employment potential.
2. Develop with the clients a Client Plan that specifies the treatment and assistance needed to accomplish stated objectives.
3. Make referrals to community agencies and follow up to advocate for client.
4. Provide evidence-based interventions to meet client plan goals, including assistance in improving, maintaining, or restoring a client's functional skills, daily living skills, social and leisure skills.
5. Will provide Individual Rehabilitation Case Management under the treatment program.
6. The incumbent in this position is the primary facilitator in delivering BIP groups and establishing related services, including assessments.
7. Recruiting co-facilitators, training volunteers and staff in delivering group services, and working with volunteers, staff and offenders in establishing BIP services.
8. Work closely with Victim Services staff to coordinate ongoing assessment of risk/safety concerns and to provide information that allows for statutorily required victim notification.



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9. Work closely with the Parole Officers of the offenders in the BIP group, to ensure that group work is coordinated with supervision and case management; that any safety issues are identified; that progress is assessed; and that the Parole Officer is fully informed of the work and progress or lack of progress of the offender.
10. Work closely with Parole/Reentry/Victim Services staff to identify gaps in services related to domestic violence offenders, and to address those gaps, including coordinating services with community BIP Providers.
11. Build capacity and knowledge of Parole/Reentry staff in understanding DV, in working with offenders who are involved in BIP, and otherwise ensuring that effective practices and interventions are incorporated into supervision and case management related to DV.
12. Develop and maintain relationships with community agencies that service domestic violence victims as required to maintain certification.
13. Schedules, monitors, and is responsible for all administrative aspects of BIP group services including reviewing referrals, recruiting participants, screening and assessing for readiness, establishing groups; tracking participants; documenting offender contacts in Data System; reporting to victim services/parole/reentry staff on progress and ensuring available resources are fully utilized; scheduling groups, and monitoring them for quality assurance and fidelity; collaborating with parole/reentry staff to increase successful completions; involving Parole Officers, mentors, and others as appropriate in supporting progress; giving feedback to Parole Officers; and otherwise supporting the delivery of a full array of BIP services. Track data as directed for determining impact of BIP programming.

OTHER RESPONSABILITIES:

1. Performed other duties as assigned.

SUPERVISORY RESPONSABILITIES:

INTERNAL/EXTERNAL RELATIONSHIPS:

1. Ability to build a broad working relationship with staff and clients.

PHYSICAL ACTIVITY AND ENVIRONMENT REQUIREMENTS:

1. The working environment for this position is an office that is mostly clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.
2. In the course of performing this job, the incumbent typically spends time standing, Lift up to 25 pounds walking, sitting, listening/speaking, reading and writing.

EQUIPMENT OPERATIONS:

The incumbent in this position operates the following equipment:

- Telephone
- Document copiers
- Personal computer
- Facsimile
- Other standard office equipment
- Personal vehicle



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EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

REQUIRED (R) /PREFERRED (P):

1. Bachelor's degree in criminal justice, social work, sociology, psychology, or other human services field is required. (R)
2. One year of experience in planning, implementing and monitoring activities relevant to the agency's programs.(R)
3. Two years of experience working in the domestic violence field, either with victims or perpetrators. (R)
4. Strong written, verbal, and interpersonal communication skills, including the ability to engage a difficult population(R)
5. Experience working with offenders or other high-risk groups (R)
6. Experience in group facilitation and case management(R)
7. The dynamics of domestic violence and best practice for intervening against battering behavior(R)
8. The principles, methods and procedures to facilitate an acceptable reintegration and/or continued adjustment of criminal offenders within their environment (R)
9. Demonstrate professional alignment with evidence-based practices in the essential elements and standards for BIP(R)
10. Demonstrate professional alignment with evidence-based practices including cognitive-based skills-building programs, classes and interventions (R)
11. Utilize strong facilitation skills, including ability to be purposeful, engaging and respectful with offenders, and flow with group dynamics during skills-building classes (R)
12. Knowledge of and/or demonstrated commitment to ending violence (R)
13. Have understanding of and experience with organizing or working in communities of color in California, or another state with similar demographics (R)
14. Have understanding of issues surrounding social justice and violence prevention work(R)
15. The candidate must be able to develop strong working relationships with client population, be able to relate to individuals making significant life decisions, and be supportive of individuals' increasing independence. Must also be able to provide effective training, prepare written reports, and maintain client documentation. (R)
16. Strong ability to multi-task and make critical decisions without a supervisor present. (R)
17. Positive attitude and strong empathy skills are necessary. (R)
18. The ability to develop client relations and show excellent hospitality to them.(R)
19. Computer literate; proficient in the use and operation of computers and basic MS applications (Word, Excel, Access, Outlook) (R)
20. Environmental Conditions: Some hours will be in a normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes; work requires travel and making home visits; computer use; work at a fast pace with unscheduled interruptions; responsibilities require a flexible work schedule including regular evening hours, occasional weekend hours and overtime. Some weekly evening hours are required.



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21. Ability to operate a vehicle in a variety of weather and traffic conditions. (R)
22. Knowledge, experience and sensitivity in relating to issues affecting victims of domestic violence, their families and the community; commitment to victims of domestic violence issues (P)
23. Effective personal computer skills including word processing, spreadsheet and internet. (R)
24. Very effective oral and written communication skills to represent the agency/program to other agencies, government organizations and in other professional situations.
25. Organizational planning skills.
26. Bilingual skills English/Spanish (required).(R)
27. Demonstrated leadership ability and effectiveness in working with employed staff and volunteers. (R)
28. Ability to work independently with a minimum of supervision and make mature and independent decisions. (P)
29. Professional appearance and ability to maintain confidentiality in all matters related to the Agency and positive communications with staff, volunteers and the community.(R)
30. Ability to support the mission and philosophy of WomanHaven which includes acceptance of multicultural diversity.(R)
31. Acts as mandated child abuse reporter.(R)

CERTIFICATIONS REQUIREMENTS:

Per California Evidence Code 1037.2 of the Cal-OES 40 hour training, the following applies:

1. 40 hours Domestic Violence Counselor training per California Evidence Code 1037.2 to be completed within 90 days (3 months) of employment.
2. 8 hours (of the 40 hours) must be completed prior to direct client contact.
3. 16 hours of annual continued education (CE) of which 8 hours must include Rape/Sexual Abuse/Multicultural, Cross Cultural and Multiethnic Diversity topics and 8 hours devoted to Domestic Violence topics.
CPR/First Aid certification required within first year of employment and kept current thereafter.

HIRING REQUIREMENTS:

1. Must be able to obtain background and drug test clearance.
2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.
3. Own reliable transportation is required.