

**JOB POSTING**

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| **Date Posted:** 12/20/2021 | **Date Expires:** 01/05/2021 |
| **Position title:** Domestic Violence Group Facilitator | **Reports to:** Mental Health Director |
| **Department:** Mental Health | **Status:** Full time |
| **Position type:** Sr. Staff | **Relevant work experience:** 2 – 3 years |

**Position summary:** The Group Facilitator will work closely with the Program Coordinator to ensure that the HBDVP is meeting the program standards as outlined by the Los Angeles Probation Department. In addition to facilitating classes for the 52-week Domestic Violence (DV), 26-week Anger Management (AM), and any other new life skills classes, the Group Facilitator will assist the Program Coordinator with intakes and administrative responsibilities to ensure the smooth running of the HBDVP.

**Essential Duties:**

* Facilitate two AM groups (one hour per group), three DV groups (two hours per group), and one Healthy Relationships group (one hour per group) each week.
* Serve as a court mandated reporter by reporting attendance, any act of violence, and progress evaluations for clients to the Probation Department, Court, or Referring Agency. Report if client is:
  + Danger to self
  + Danger to others
  + Involved in child abuse, sexual, abuse, and/or elder abuse
* Conduct 60-minute one-on-one intakes to enroll clients in DV classes and 30-minute one-on-one intakes to enroll clients in AM classes. Intakes include assessing client needs, reviewing appropriate court minute orders or DCFS mandates, collecting background information, creating client file, and, for DV, collecting intake fees.
* Collect DV intake fees and weekly class fees and maintain accurate records of client payments.
* Write progress notes for each client after facilitating class.
* Submit 90-day court reports as required by Los Angeles Probation Department Office reporting system.
* Refer those individuals who have been terminated from HBDVP to appropriate outside agency.
* Refer clients to supplemental services (i.e. AA, NA, Anger Management, etc.)
* Conduct exit interview upon the completion of program.
* Develop curriculum for future use.
* Support education department by facilitating other life skills (i.e. GOGI, Transformational Mindset Workshop, Success Stories, etc.) classes as needed.
* Serve as in-office presence and answer client inquiries when Program Coordinator is out of the office.
* Attend and participate in regular staff meetings and DV training.

**Qualifications and Experience:**

* High School graduate, some college preferred
* Domestic violence group facilitator should have certificates in....
* Parenting, DV, AM and any other groups to help Violence prevention also a background with formerly gang involved and recently incarcerated men and women, and comfortable Facilitating in large groups.

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**