

POSITION: Program Specialist, IPAP - SE
DEPARTMENT: RESPECT

Status: Non-Exempt
Hours: 24 program and group

REPORTS TO: Director, RESPECT

Total weekly hours: 24

SCOPE OF WORK:

This position provides overall support as well as some group facilitation to the Intimate Partner Abuse Program. **It is expected that the Program Specialist's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment and professionalism**

Primary Duties

- Conducting intakes for the new clients in IPAP.
- Conduct partner contacts with victims whose abusers are clients of the RESPECT program to assess safety and make referrals as needed, as per Department of Public Health guidelines
- Manage and create computer databases, inputting and analyzing data, and generating reports
- Prepare monthly client and statistical reporting for all funders as needed or requested
- Work with clients via phone and/or in person as needed
- Assist clients in identifying other community-based resources as requested
- Facilitates groups for individuals who abuse their partners 2 -3 evenings and one Saturday morning per week (10-12hrs).
- Provide curriculum services as needed on a one on one individual basis.
- Initiates client information forms, provides monthly updates, takes weekly attendance and prepares completion/ termination reports.
- Maintains weekly contact with probation departments as assigned by Program Coordinator.
- Maintains updated client records.
- Other duties as assigned by the Site Director and/or Senior Management.

Skills and Abilities:

- Ability to communicate effectively and with sensitivity in a team oriented environment
- Flexibility of time and schedule, some weekend hours required
- Good leadership skills, including team building, decision-making and time management
- Demonstrated maturity, self-awareness and initiative
- Knowledge of domestic violence and parenting issues
- Good computer skills, including word processing, spreadsheets and data entry
- Strong interpersonal, organizational, and clerical skills, demonstrating attention to detail

EDUCATION & EXPERIENCE:

- Bachelor's Degree preferred
- Experience in domestic violence helpful
- Experience in the field of human/social services

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.