

Position: Bilingual Group Facilitator **Status:** Non-Exempt
Department: RESPECT Program **Hours:** As needed
Reports To: Site Director – Supervised Visitation Services/Respect

Scope of Work: Facilitates group counseling sessions for Spanish speaking individuals who batter. Conduct Spanish speaking individual intakes into the program and partner contacts. **It is expected that the Bilingual Group Facilitator’s job performance will incorporate the practice and promotion of New Hope’s core values, which include respect, teamwork, empowerment and professionalism.**

Primary Duties:

- Facilitate batterer intervention groups for individuals who batter.
- Conducts Bilingual (Spanish or Portuguese-English) speaking intakes with new clients.
- Conducts Bilingual (Spanish or Portuguese-English) speaking partner contacts.
- Initiates client information forms, provides monthly updates, takes weekly attendance and prepares completion/ termination reports.
- Maintains weekly contact with probation departments.
- Maintains updated client records.
- Other duties as assigned by the Site Director and/or Senior Management.

General Duties:

- Will attend weekly supervision meetings
- Will attend other meetings as deemed appropriate by Director and/or Senior Management
- Will conduct him/herself according to the agency’s stated policies and procedures
- Will comply with the Agency’s confidentiality policy

Skills and Abilities:

- Strong clinical skills, with knowledge of domestic violence issues
- Ability to communicate effectively and with sensitivity
- Strong interpersonal, organizational and prioritizing skills
- Self-motivated, self-reliant, dependable
- Effective time management
- Good leadership skills, including team building and decision-making ability
- Demonstrates maturity, self-awareness and initiative
- Demonstrated ability to produce detailed reports and maintain up-to-date records
- Flexibility of time/scheduling to accommodate evening hours
- Valid driver’s license and dependable transportation
- Ability to enter non-handicapped accessible buildings
- Fluent in Spanish required

Education & Experience:

- BS, Social work or related human services field preferred.
- Counseling and/or group facilitation experience preferred.
- Completion of state-certified batterer’s intervention training (or eligible).
- Batterer’s intervention experience preferred
- Knowledge of domestic violence issues.
- Bilingual (Spanish or Portuguese-English) skills required.

ACKNOWLEDGEMENT

I have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation. If an accommodation is required, I will discuss it with Human Resources during my initial hiring paperwork appointment. I understand that the job description content as presented is a matter of information and should not be construed as a contract between New Hope and any employee. New Hope reserves the right to change any part of this job description as circumstances require.

Signature _____ Date _____