

Position Description

Position Title: Groups Facilitator

Part time (20 hours/ week) | Non-Exempt

Job Responsibilities:

The Groups Facilitator is responsible for organizing and co-facilitating emotional support groups as well as developing and facilitating curriculum-based groups, workshops, and educational training series for adults, families, and children who have experienced or been otherwise impacted by domestic violence. The Groups Facilitator is on the Direct Services Team and reports to the Director of Program Services.

Essential Functions:

- Develop training materials and coordinate and facilitate groups for adults, families, and children affected by domestic violence using evidence-based curricula.
- Develop and track objectives and outcomes to meet the needs of survivors
- Organize and facilitate weekly support groups, playgroups, workshops, and learning series related to emotional and mental health, financial literacy, job readiness, parenting skills, peer support, and more for shelter residents and other community-based service users.
- Develop and maintain working relationships with relevant community advocates and community service providers.
- Coordinate with other Steps Advocates to facilitate learning opportunities and co-lead curriculum
- Maintain complete and accurate service user records, via paper files and through timely and accurate data entry into case management data system.
- All other administrative and direct service duties as directed by the supervisor.

Organizational Responsibilities:

- Share responsibility for anti-racist, multi-cultural organizational perspective and Steps to End Domestic Violence's social change mission
- Participate in team meetings, all-staff meetings and trainings, and supervision meetings
- Participate in performance evaluations and annual program planning
- Participate in hotline coverage rotation and shelter support as needed
- Participate in and present at agency-wide meetings and events including the Community Advocate Training as needed

Supervisory Responsibilities:

None.

Working Conditions:

Working in community, office and residential shelter environment. Flexible schedule is preferred with some evening availability. Some local travel required. Access to reliable transportation is necessary.

Knowledge, skills and abilities:

- In-depth knowledge of the causes and effects of domestic abuse and related safety issues
- Direct practice experience in victim services or other social services
- Competency regarding serving families and children from multicultural and other underserved populations
- Group facilitation skills, including team building and conflict resolution
- Demonstrated knowledge of community resources
- Experience in training, curriculum development, and evaluation
- Demonstrated ability to collaborate effectively with internal and external partners
- Excellent oral and written communication skills
- Organizational and time management skills
- Ability to work independently
- Willingness to work flexible hours, including evenings
- Access to reliable transportation

At Steps to End Domestic Violence, we recognize the intersection of the impacts of intimate partner violence with racism, transphobia, sexism, ableism, and all other forms of oppression. We celebrate diversity and are committed to creating an inclusive workplace for all. Survivors of domestic violence are strongly encouraged to apply, and lived experience is taken into consideration as a qualification along with work experience.

This position pays \$22 per hour with a 20 hour work week, and is eligible for some health benefits on a pro-rated basis, 12 paid days off, 12 paid holidays, and sick time.