

Position: Support Group Coordinator

Reports to: Director of Education Programs

Hourly Rate: \$18.97/ hour

Classification: Part-time, 28 hours per week; non-exempt to FLSA

Work Conditions: Some evening and weekend hours will be required

Benefits: Pro-rated Paid Time Off (PTO), holiday pay, and option to participate in 403(b) Retirement Savings Plan

Position Summary: The Support Group Coordinator oversees the support group programming primarily for adults and occasionally children who have experienced domestic violence, divorce, separation, or difficult life transitions. This position supervises support group facilitators, this position also provides direct services to victims of domestic violence through the agency's hotline

Essential Job Duties and Responsibilities:

Support Group Program

- Coordinate agency's virtual and/ or in person support group programming primarily for adults and occasionally children who have experienced domestic violence divorce or separation, etc. for adults in the general community.
- Screen, train and supervise volunteers serving as support group facilitators.
- Screen or oversee the screening of all group participants for readiness and appropriateness for groups and workshops.
- Work with Development and Communications Coordinator to advertise for upcoming groups and workshops
- Create and implement annual schedule of support groups and workshops
- Coordinate the training of support group facilitators as often as needed.
- Facilitate groups as needed.
- Work with other staff members to ensure hotline advocates and other agency volunteers are trained in group referral process.
- Maintain statistical records and proper documentation on clients served and clients interested in group program participation.
- Develop and maintain professional relationships with other community agencies and professionals to collaborate in providing group services, increase awareness about Compass Center's group services, and improve provision of services to clients.
- Develop and update group curricula as needed.
- Oversee evaluation of group services by creating evaluations, measuring outcomes and creating reports.

Domestic Violence Program

- Provide direct assistance to victims of domestic violence through the agency's hotline and in-person.
- Assist in training of hotline advocates as necessary.

Organizational Duties

- Maintain proper documentation of client service provision for all support group programs and oversee collection of evaluation tools necessary to evaluate support group programs.
- Participate in staff and program meetings.
- Other duties as assigned by supervisor or Executive Director.

Qualifications:

- Experience working with survivors or domestic violence or sexual assault or under resourced populations.
- Experience facilitating support groups
- Bachelor's or Master's in Social Work or Counseling preferred though equivalent experience will be considered.
- Experience in and interest in training and supervising volunteers.
- Have a solid understanding of interpersonal violence and its effect on individuals and families, and working knowledge of the role that barriers play in reaching out for support and connecting with community resources and the justice system.
- Exhibit an interest in building trusting and empowering relationships with survivors.
- Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for survivors with various needs
- Enjoy working with a team of other committed and passionate staff members.
- Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and patience.
- Possess a valid driver's license, automobile insurance, and reliable vehicle preferred.
- Fluency in spoken and written English required, Spanish or additional language is a plus

We actively encourage diverse candidates to apply. Compass Center for Women and Families provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and 3 professional references (prefer at least one a direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be reviewed as they are submitted and they will be accepted until the position is filled. Position start date in October 2021