

VIOLENCE FREE FUTURES POSITION DESCRIPTION

JOB TITLE: Domestic Violence Intervention Program Coordinator - PT

EXPECTATIONS OF ALL EMPLOYEES

Support the Violence Free Futures' mission and values by exhibiting the following behaviors: confidentiality and respect for all clients, service excellence and job competence, collaboration and a team player, and commitment to our community.

POSITION SUMMARY

The Domestic Violence Intervention Coordinator provides oversight of the DVIP and Choices programs while providing mental health assessments, individual and group therapy to individuals who have been domestically violent. This position is responsible for understanding and promoting the mission and values of Violence Free Futures. This is a full-time non-exempt professional position.

ESSENTIAL RESPONSIBILITIES

1. Coordinate the Domestic Violence Intervention Program and Choices
 - Conduct Mental Health Assessment and facilitate the batterer's group therapy programs.(DVIP & WDVIP and DVIP Individual therapy)
 - Conduct Mental Health Assessment and facilitate Choices
 - Prepares for group weekly
 - Ensures that communication to referral source is maintained in a timely weekly manner.
 - Participate as an active member of the Groups committee and Performance Improvement.
 - Supervise graduate interns to the DVIP Program providing weekly supervision.
2. Coordinate services with the Greene County Juvenile Court Assessment and Intervention Center Multidisciplinary Team
 - Attend weekly MDT meetings.
 - Coordinate referrals with MDT for trauma informed services.
 - Provide mental health assessments, individual and group therapy to youth referred to the Choices program.
 - Serve as a Liaison between VFF and the Greene County Juvenile Court Assessment and Intervention Center
3. Provide education and training as needed regarding domestic violence dynamics and domestic violence perpetrator issues to other professionals in the agency and community and conduct appropriate educational programs as assigned.
4. Responsible for agency records
 - Maintain up-to-date Clinical Records on clients on no less than a weekly basis and documentation per mental health standards;
 - Maintain documentation in the Electronic Health Record - Therapy Notes and service documentation in client service database - Osnium to record required outcome data;
 - Adhere to Mental Health Certification Standards in conjunction with Performance Improvement Committee;

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- Participate in the Performance Improvement Committee and provide quarterly performance improvement reports.
- 5. Supervision and Licensing
 - Maintain professional licensure;
 - Supervise DVIP Counselor and assigned intern students completing clinical work; Facilitate Group Clinical Supervision;

SECONDARY RESPONSIBILITIES

- Prepare and make speeches to community groups, and assist with community education and outreach efforts, as needed;
- Participate in monthly supervision, monthly staff meetings, or in-service training as assigned by the agency Director;
- Represent the agency in the community;
- Drive a vehicle and travel throughout the community;
- Maintain appropriate licensure/certification;
- Adhere to all agency policies and procedures; and
- Other duties, as assigned.

ABILITIES, SKILLS, AND BEHAVIORS

- Proven clinical skills with diverse populations of clients
- Ability to function as member of the multi-disciplinary team
- Presentation and educational skills
- Ability to provide clinical supervision to staff and interns under direct supervision
- Knowledge of community resources and their relationship to clients' needs
- Sound judgment and ability to interpret agency policies, procedures, and philosophy to others
- Ability build effective professional relationships with collaborating agencies
- Ability to maintain confidentiality
- Knowledge of trauma informed care, crisis intervention techniques, stages of development

PHYSICAL DEMANDS

While performing the duties of this job, the employee is typically required to sit, stand, bend, and lift. Position requires that the employee must be able to drive a vehicle and to stand for prolonged periods of time. Must be able to see, hear, speak, and feel. Must be able to walk one mile. Must be able to lift up to 40 lbs.

WORK ENVIRONMENT

The work environment is generally an indoor office environment. May require some travel to community agencies or meetings.

SUPERVISES: DVIP Counselor, Intern students

SUPERVISED BY: Clinical Director

QUALIFICATIONS

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Requires a Master's degree in Social Work or Counseling with 2 – 3 years Clinical experience providing group and individual counseling to a diverse population of clients; Knowledge of domestic violence field preferred. To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NORMAL WORK HOURS PT 20 hours work week as needed, one evening group weekly and other as required.

*Submit interest and questions to Celeste Hurley at
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