BIP (P/T) Group Facilitator Job Description

This job description is a broad outline of the responsibilities and duties of the Batterer’s Intervention Program (BIP) Group Facilitator and will be amended as needed to meet the program priorities of Women Aware, Inc. and their ensuing work requirements. It should not be construed as a contract.

Responsible to: BIP Supervisor

Qualifications:
- MSW required
- Experience working with DV victims and perpetrators
- Commitment to women’s empowerment
- Part time, evenings

General Responsibilities:
At the direction of and in collaboration with the BIP Supervisor, the BIP Group Facilitator carries the responsibility of providing direct services for the Batterer’s Intervention Program at Women Aware. This includes, but is not limited to the following:
- Provide a safe, non-judgmental, and empowering environment to clients and staff.
- Provide direct services to male batterers and their victims including intakes and groups.
- Work collaboratively with agency staff and community partners (namely DCP&P) to facilitate the delivery of services.

Specific Duties:
- Provide direct services including conducting intakes and psycho-educational groups to male batterers referred by DCP&P by way of adherence to the program curriculum. Provide coverage, on an as-needed basis, for staff and interns.
- Work collaboratively with agency staff and community partners (namely DCP&P) to facilitate the delivery of services. Make appropriate client referrals for other needed services.
- Documentation: complete and maintain case records according to agency documentation policy/procedure, complete service schedules, complete and update goal plans with clients, and maintain other records as needed.
- Maintain and submit statistical reports to BIP Supervisor according to schedule.
- Attend and actively participate in staff meetings, in-services, supervision, etc.
- Represent Women Aware on external committees, as appropriate and assigned.
- Participate in agency events (Candlelight Vigil, DV Awareness Month, Annual Appeal, etc.).
- Alert Supervisor to any safety concerns.
- Other duties and responsibilities as needed and directed by the BIP Supervisor.