

COMMUNITY AGAINST VIOLENCE JOB DESCRIPTION

Rev. 3-19

JOB TITLE: FT CHANGES Facilitator and Case Manager
REPORTS TO: Clinical Director
HOURS: 40 Hrs. week
SALARY RANGE: \$16.50/Hr. + Benefits, Non-Exempt

SCOPE OF POSITION: Assist in coordinating and providing comprehensive compliance monitoring for the CHANGES domestic violence offender re-education program to court-ordered, self-referred or other agency-referred clients, which address and seek to reduce the frequency and impact of domestic violence perpetration. Assure services provided meet the New Mexico state standards for Domestic Violence Offender Treatment/Intervention (DVOT/I) and national best practices, as contained in current version of 8.8.7 of the NM Administrative Code.

PRIMARY RESPONSIBILITIES:

1. Conduct initial intake and assessments to determine if referrals will benefit from participation in the program.
2. Provide supportive facilitation at CHANGES and Women Who Use Force Group Sessions, as needed.
3. Strictly adhere to group Facilitator Ethical Standards.
4. Provide orientation and integration to new referrals into revolving, ongoing 52-session groups to ensure that participants understand the work requirements of the group, group process, accountability policies, and court reporting processes.
5. Attend required staffing and program supervision meetings.
6. Responsible for maintaining client files on timely basis.
7. Works closely with legal advocate to ensure program representation at court hearings.
8. Conduct survivor notification in conjunction with advocacy program.
9. Develop a case tracking system for program referral through program completion for court referred, CYFD referred, probation and parole referred, juvenile justice referred clients or others as determined appropriate.
10. Develop court monitoring system from arraignment or TRO filing through completion of case and/or DVOTI involvement.
11. Conduct thorough case monitoring, including monthly compliance reporting to referring agencies.
12. Strictly adhere to program policies, rules and standards to ensure offender accountability.
13. Ensure bimonthly meetings with collaborative community partners.
14. Actively participate in statewide BIP meetings. Participate in development and monitoring of statewide standards. Ensure implementation of statewide standards in local BIP program.
15. Provide case management to potential and enrolled participants focusing on basic needs, system navigation and compliance with tasks required in conditions of release or probation and parole.
16. Become knowledgeable of the ways in which working with people who have experienced trauma, DV and SA, impacts employees and proactively work to limit the effects of compassion fatigue by seeking supervision when common signs are present.
17. Engage in reflective supervision and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
18. Strictly abide by the confidentiality requirements of CAV agency rules, as well as state, and federal laws with regards to clients and work.
19. Excellent communication and computer skills.

20. Maintain the program's primary philosophy that individuals have sole responsibility for the violence they commit and that abusive behaviors have consequences.
21. Actively participate in CCRT (Coordinated Community Response Team) meetings.
22. Work with supervisor to ensure program is culturally competent and based in accepted best practices.
23. Attend all staff meetings, in-service trainings and CAV events as required and requested by supervisor or the Executive Director.
24. Coordinate with all other CAV program components when necessary.
25. Participate in a minimum of three agency events each year.
26. Other responsibilities as assigned by Director of Prevention or by the Executive Director.

Covered (“Non-Exempt”) and Not Covered (“Exempt”). All positions at CAV are classified as “covered” or “not covered” to determine if an employee qualified for overtime under state Wage and Hour laws and the Fair Labor Standards Act (FLSA). Covered, also called “Non-Exempt”, includes all employees who are paid on an hourly basis and whose job responsibilities do not fit under any category of exemption under the FLSA. These employees are entitled to “Overtime” pay as described below. Not covered, also called “Exempt”, employees include certain administrators, executives or professionals who are paid on a salary basis. A salary basis includes the hourly rate the administrator, executive or professional is assigned. The job description identifies CAV’s classification of the position as covered and not covered for the purpose of qualifications for overtime. If an employee believes CAV’s classification is incorrect, the employee should contact HR for an analysis of their position and functions.

MINIMUM STAFF QUALIFICATIONS

Bachelor’s Degree in a related field or a minimum of four (4) years relevant education and/or experience in domestic violence, interviewing techniques, group facilitation, assessment writing, and working with offenders. Experience/working knowledge of domestic violence abuse issues; ability to work with diverse groups of people; excellent oral and written communication skills; meeting facilitation skills; public speaking skills; organizational skills; ability to take initiative and work independently; excellent follow-through. Excellent computer literacy skills including word processing, spreadsheet and database programs. Must be 18 years of age or older. Forty (40) hours initial dv/sa/ca training and 20 hours minimum of ongoing training per year, may include NMCADV, CSVANW, VOCA or VAWA training. Bilingual (Spanish), bicultural a plus.

CAV is an Equal Employment Opportunity Employer. This means that all persons are eligible to be employed, promoted or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint or questioned the handling of a discrimination charge.