



*Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations. Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.*

**Job Title:** Partner Abuse Intervention Program Coordinator

**Department:** Intervention

**Reports To:** Associate Director

**FLSA status:** Non-Exempt/Part-time

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**Position Summary:** Provide psycho-educational training and counseling to perpetrators of domestic violence in order to penetrate the cycle of violence and increase the safety of victims and their children.

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Provide comprehensive and quality services to perpetrators of domestic violence.**

- Provide psycho-educational training and counseling to perpetrators of domestic violence.
- Ensure professional relationships with clients to create an atmosphere of accountability, responsibility and support.
- Confront and educate participants on potential offensive behavior, actions, and language.
- Assist in co-facilitating psycho-educational groups.
- Actively seek to enhance knowledge of community resources relevant to the clients we serve.
- Coordinate responsibilities with team members to ensure client needs are met.
- Update client files and services provided in a timely and accurate manner.
- Ensure fulfillment of grant objectives and expectations.

**Build and maintain a cohesive co-facilitation team.**

- Prioritize relationship and performance of the co-facilitation team.
- Work with other team members and co-workers to evaluate and improve upon facilitation skills.
- Provide constructive feedback to co-facilitator and other team members to help improve their skills.

**Coordination of the Partner Abuse Intervention Program.**

- Enroll potential clients through phone screens and scheduling intake assessments.
- Communicate regularly with caseworkers about client status and progress.
- Prepare documents needed to conduct groups, orientation, and intake assessments.
- Ensure client documents and payments are organized and given to the Associate Director.
- Log client services into the PAIP database.
- File client documents into client files.

**Educate community members and professionals about Domestic Violence. Build community partnerships for the program.**

- Represent the organization with professionalism at community meetings and events, and demonstrate diplomacy and tact in all interactions with various system representatives and community partners.
- Collaborate with other community and county agencies on behalf of the clients we serve.
- Develop and maintain partnerships with community programs that are in line with the mission of Sarah's Inn.
- Provide community education presentations and professional trainings as it pertains to PAIP.
- Provide internal training to staff, volunteers, and interns as it pertains to PAIP.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.



## Schedule and Location

This position will work up to 10 hours per week. Groups, intakes, and orientation workshops for clients are on Mondays and Tuesdays from approximately 2pm-9pm at the West Suburban Medical Center in Oak Park.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

## Education and/or Experience

- MSW preferred.
- One year or more experience in providing direct service advocacy on behalf of victims of domestic violence and their families preferred.
- One year or more experience in providing direct service and counseling to perpetrators of intimate partner violence preferred.
- One year or more experience providing counseling, advocacy, and/or case management services to families (relevant volunteer and internship experiences included) preferred.
- Completion of an Illinois Certified 40-Hour Domestic Violence Training preferred or required to complete within two months of employment.
- Completion of an Illinois Certified 20-Hour Partner Abuse Intervention Facilitation Training preferred or required within four months of employment.

## Knowledge and Skills:

- Excellent oral and written communication skills.
- Excellent organizational skills.
- Fluency in Spanish, oral and written, strongly preferred.
- Demonstrated computer experience.
- Knowledge of victims', children and youth issues specifically related to domestic violence.
- Skills and capacity to manage potential offensive behavior, actions, and language of participants.
- Demonstrated ability to prioritize and handle a variety of tasks, and meet established deadlines.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to board members, staff, volunteers, interns, government officials, community partners, organizational donors and media.
- Commitment to and experience in working with people from diverse cultural, ethnic, socioeconomic backgrounds.
- Ability to work some evening and weekend hours.
- Valid driver's license, access to a reliable car with current insurance.

**Success Factors/Job Competencies:** *(this is standard wording which represents the job competencies that will be measured in the performance evaluation process)*

- Integrity & Ethics – models Organization's Vision, Mission & Values
- Collaboration & Teamwork – embraces an inclusive workplace
- Innovation/Continuous Improvement – finds innovative ways of executing work
- Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
- Time Management/Productivity/Accountability – manages time and resources effectively
- Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
- Communication – effectively communicates
- Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth



**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision and distance vision.

**Performance Standards:**

- Annual performance evaluation
- Attainment of annual goals established between supervisor and incumbent

**Approval/revision date:** February 8, 2018

**General sign-off:** The employee is expected to adhere to all company policies while employed. I have read and understand the contents of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_