



Cleveland Municipal Court Judicial Division-Job Posting

Job Title:	Part-time Domestic Violence Program Facilitator	Salary Grade:	5
Department:	Probation	Salary Range:	\$19.40
Reports To:	Probation Supervisor	Date Created:	April 2008
FLSA Status:	Non-Exempt	Date Revised:	June 2012

SUMMARY

The Part-time Domestic Violence Program Facilitator shall conduct educational group sessions for perpetrators of domestic violence. This position is assigned to the Domestic Intervention Education and Training Program/Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate 2-hour group sessions per week for perpetrators of domestic violence.
2. Facilitate open-ended groups using the eight themes of the Duluth Model curriculum.
3. Assign and monitor homework assignments and group work.
4. Assist participants with development of safety plans.
5. Report violations of program rules and guidelines to the assigned Probation Officer.
6. Assist participants who have difficulty with basic reading and writing.
7. Complete the CCIS Intake and the Risk/Need assessment instrument for each participant.
8. Prepare group notes and/or progress reports on each participant.
9. Develop a discharge plan/summary with each participant including recommendations for appropriate linkages prior to program termination.
10. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all job duties performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES

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 qualified individuals with disabilities to perform the essential functions.

1. This individual must possess the ability to exercise maturity, good judgment, tact, and diplomacy.
2. The facilitator must be trained in the Duluth Model and work initially with an experienced facilitator. Must be violence free in their own lives and shall not communicate or act in ways that perpetuate attitudes of sexism and victim blaming.
3. Computer, organizational, and planning skills are essential .
4. Ability to communicate with clients, judges, probation officers, attorneys, administrators, treatment providers, social service agencies and the general public.
5. Good written and verbal communication skills.
6. Ability to organize and prioritize duties.
7. Good time management skills.
8. Ability to work under stressful conditions.

EDUCATION and/or EXPERIENCE

Bachelors Degree in Social Work or related field required. Licensed Social Worker (LSW) or License of Professional Counselor (LPC) in the State of Ohio preferred. Prior experience as a group facilitator or one year of counseling experience preferred.

PHYSICAL DEMANDS

The physical demands 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants will be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing, and 180-day work testing period.

APPLICATION PROCEDURE:

Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.

- To apply, visit: www.governmentjobs.com/careers/cleveland.
- Only qualified applicants will be contacted to move forward in the interview process.

Equal Opportunity Employer – Smoke-free and Drug-free Workplace