

# **PT Violence Intervention Program Manager (Facilitator)**

PT Violence Intervention Program Manager. This position is responsible for facilitating the psycho-educational and cognitive behavioral groups 1 night per week, in Baltimore City, (on weekday evenings) in addition to client intake and assessments. We follow an established curriculum 12, 15, and 24-week open groups.

The essential functions and responsibilities of this position include:

- o Oversee the function of program in conformity with the guidelines, policies, and regulations.
- o Facilitate Groups
- o Prepare Group Assignments
- o Review participant homework and required presentations
- o Role model positive behavior
- o Prepare administrative documentation of participants activities to include: initial status, monthly, and termination reports to district and circuit courts, states attorney's office, child protective services, probation/parole agent, and other referral sources
- o Facilitate staff meeting/supervision twice a month
- o Provide supervision for undergraduate and graduate interns 1 day a week

General Duties:

- o Facilitate groups
- o Take group notes on each participant
- o Take notes at check-in, check-out, or during other group
- o Prepare monthly and final status reports to referral sources
- o Performs other work as directed by the CEO

This position is for someone who loves making a difference in people's lives. Dependability is necessary!! Well developed case management, problem solving, time management, communication and telephone skills. Previous experience facilitating groups mandatory.

College Diploma is a minimum requirement in Counseling, Psychology, Sociology, Human Services, Social Work and/or Criminal Justice. MSW, MA in Psychology, Counseling, or Conflict Resolution preferred. Certification(s) and/or documented formal training (certification) may be considered. Priority will be given to candidates with a LGSW, LCSW, LCSW-C, LGPC, or LCPC licensure.

Applicants must submit a cover letter and resume for immediate consideration.

Applicants should be free from violence in their own lives.

\*\*\*Male Candidates Strongly Encouraged to Apply. Bilingual Candidates a plus! \*\*\*

Compensation: \$60 to \$75 per group, part-time, with the hiree serving as a contractor.

Please forward your cover letter and resume to: [info@mycovenantplace.org](mailto:info@mycovenantplace.org)