

**Crisis Center for South Suburbia
Position Description**

Job Title: PAIP Facilitator
Program: Prevention
Reports to: Director of Support Services
Schedule: M-Thurs- 12-8, Sat 8-4
Classification: Part-time; Non-Exempt
Grade: 4
Holiday Schedule: General
WFH Status: F

SUMMARY: Facilitates PAIP (Partner Abuse Intervention Program) groups and completes paperwork as needed according to the Illinois Protocol for Abuser Intervention Programs. This is a part-time position that reports to the PAIP Program Manager.

JOB SPECIFIC DUTIES AND RESPONSIBILITIES:

Provide direct and indirect client services.

1. Co-Facilitate PAIP programs.
2. Provide presentations to PAIP participants as it relates to Intimate Partner Violence.
3. Provide the provision of individual assessments of clients referred to the men's program.
4. Contact referral sources regarding the involvement of the client in the CCSS batterers program and/or their compliance when needed.
5. Assist Program Manager in the development of PAIP curriculum with Director of Support Services.
6. Assist Program Manager with client filing and paperwork weekly including court reports and billing as needed.

Networking and referral sources

1. Provide accurate, consistent and caring referral services to clients and maintain accurate knowledge of local social service agencies and available resources.
2. Support Coordinator in developing a working relationship with referral sources in an effort to raise the awareness of the PAIP Program and to increase the referrals
3. Other duties as assigned by supervisor or Executive Director.

KEY PERFORMANCE INDICATORS

KPI	EVIDENCE
Facilitate weekly PAIP curriculum	Provide weekly logs to supervisor and data entry
Assist coordinator in all monthly paperwork and surveys	Incorporate surveys numbers into management report monthly
Maintain relationship with court personnel as needed to assist PAIP Program manager	Provide data to supervisor monthly

POSITION REQUIREMENTS

<u>Education/Certification</u>	Required	Preferred
Bachelor’s Degree in Social Work or related field	X	
Valid Driver’s License	X	
40 Hour Domestic Violence Certification		X
<u>Experience</u>	Required	Preferred
Minimum 2 years’ experience working in domestic Violence Field		X
Strong presentation skills and public speaking	X	
Strong communication skills and relationship building	X	

ESSENTIAL JOB FUNCTIONS

This table directly refers to the frequency of which your job requires you to do on a daily basis. Note: These duties are site specific.

Office Equipment	Rarely (R)	Occasionally (O)	Frequently (F)
Telephone			X
Computer			X
Fax Machine			X
Copier			X

Working Conditions	Rarely (R)	Occasionally (O)	Frequently (F)
Indoor			X
Outdoor	X		
Loud Noises		X	
Fumes	X		

Physical Demands	Rarely (R)	Occasionally (O)	Frequently (F)
Standing			X
Sitting			X
Lifting (Max 40 pounds)	X		
Carrying		X	
Walking			X
Driving			X

Mental Demands	Rarely (R)	Occasionally (O)	Frequently (F)
Problem Solving			X
Make Decisions			X
Supervise	X		
Interpret Data		X	
Organize			X
Read/Write			X

I have read and accept the physical and mental demands of my job and I am aware these demands are subject to change with or without notice.

Employee Signature Date

Program Director Signature Date

Director of Human Resource Signature Date