

## **JOB DESCRIPTION**

### **Part Time Program Coordinator**

#### **General Responsibilities**

The Program Coordinator is responsible for implementing the Alpha Project's Violence Intervention Program. This is a part time position that services our Prince George's County location. This position requires availability on Tuesday and Thursday; however, this position is limited to 12 to 15 hours weekly that include some evening hours.

#### **Specific Activities**

- Completes intake and assessment by utilizing the appropriate assessment tool
  - Submit to the courts and criminal justice components all necessary documentation
  - Request payment authorizations for both intakes and group
  - Enforces group members to the group rules
  - Collects payment and keeps each file current on payments for services from all clients
- Facilitate and/or co-facilitate groups when necessary
- Keep all group member files current with contact reports following each session, as well as, notes on any between-session contacts
- Receive training in the model used to facilitate groups and remains current with any changes in requirements
- Attend supervision meetings with the Director of Violence Intervention Programs
- Write timely and professional reports to the courts on clients as required by the courts, probation/parole, and cps or referring source
- Maintain monthly statistical reports
- Provide services in a culturally sensitive manner
- Remain current in the field of domestic violence
- Conduct orientations for new clients
- Represent the agency at multidisciplinary meetings
- Conduct and maintain community relations with referring sources
- Completes all other duties as assigned

#### **Authority**

- Provide administrative supervision for interns and/or volunteers
- Makes recommendations to the Director of Violence Intervention Programs

#### **Requirements**

Bachelors Degree required. Masters in Social Work, Counseling, Psychology, Sociology, Human Services, or Criminal Justice degree preferred and/or in a related field with equivalent experience. Priority will be given to candidates with a LGSW, LCSW, LCSW-C, LGPC, or LCPC licensure. Some knowledge and understanding of domestic violence from a psychological and social perspective. Compatibility with agency and MCP purpose and goals. Requires knowledge of cognitive behavioral techniques and motivational interviewing skills. Well developed case management, problem solving, and outstanding communication and telephone skills. Experience working with court ordered populations. Previous facilitation of male and female batterer and/or victim groups a plus. Applicants should be free from violence in their own lives.