

**Center Against Sexual & Family Violence  
Job Description**

**Title:** BIPP Facilitator - Part Time  
**Supervisor:** BIPP Director  
**Status:** Non-Exempt

**Scope of Duties:**

Responsible for developing, planning, and implementing services to include programs, activities, case planning, data entry and counseling groups for individuals who have been mandated to complete a family violence battering intervention & prevention program. Must adhere BIPP program procedures and follow authorized curriculum to facilitate BIPP groups. Must demonstrate substantial knowledge of dynamics of domestic/family violence intervention and prevention. Must demonstrate keen interest about domestic violence victim safety planning while promoting behavior change as a means to social change for participants.

Perform other duties as assigned. Evening and weekend work required. Any hours over 20 per week must be approved by BIPP Director

**Essential Job Functions:**

1. Manage a case load of participants based on assigned groups.
2. Facilitate multiple two-hour accountability group sessions for the Battering Intervention and Prevention Program.
3. Conduct comprehensive written assessments, individualized case plans, and monthly progress reports with participants.
4. Maintain participant case records in compliance with Texas Department of Criminal Justice and BIPP guidelines.
5. Complete and continue BIPP training and supervision hours required by Texas Department of Criminal Justice and Texas Council on Family Violence BIPP facilitator certification.
6. Educate and provide advocacy for the victim/survivor and children affected by domestic/family violence.
7. Ensure accuracy of participant work which include but not limited to: action plans, homework assignments, and group assignments etc.
8. Audit participant files for completion and exit interview.
9. Facilitate exit interviews and provide recommendations for participant continued success after program completion.
10. Coordinate and participate in interagency efforts to hold offenders accountable for family violence.
11. Attend and participate in, staff meetings, case staffing meetings, and any meetings required that maintain and improve client services.
12. Meet all deadlines assigned by BIPP Director which will include: end of the month reporting, participant progress reports, data collection, participant data review and data tracking.
13. Serve as liaison between BIP program and criminal and civil justice system referral sources.
14. Notify BIPP Director of any needed equipment or facility repairs or maintenance.
15. As needed, fill in and instruct as BIPP facilitator for other scheduled groups.

Other Duties:

1. Increase the Center's prominence in the community by attending assigned meetings and participating on behalf of the agency.
2. Provide community presentations as needed.

Minimum Qualifications:

Bachelor's Degree in social services/related field **OR** 2 years' experience in social services (family/domestic violence preferred) combined with education that can support successful performance of the job will also be considered. Computer proficiency in Microsoft applications. Demonstrated ability in developing protocols and related documentation. Must have own transportation, valid Texas driver's license, and current insurance. This is a non-exempt position.

No criminal history involving violence i.e. assault, assault family violence, aggravated assault, injury to elderly, injury to minor etc...

Knowledge, Abilities, and Skills:

- Knowledge of Family Systems Theories, child development, parenting skills, and dynamics of family relationships.
- Knowledge of community referral services resources.
- Working knowledge of Texas law relating to family violence, as well as the justice system response to domestic violence.
- Highly developed interpersonal skills.
- Ability to be punctual and multitask.
- Highly developed written and verbal communication skills.
- Provide presentations to public groups and organizations.
- Ability to work with organizing groups and coordinate volunteers.
- Ability to develop positive relationships with individuals in the community.
- Proficiency in basic computer applications.
- Ability to be creative, articulate, and diplomatic.
- Ability to work independently as well as part of a team.
- Self-starter who is comfortable taking the initiative in problem solving to meet the needs of clients.
- Willing to work flexible and irregular hours during peak periods.

Special Qualifications:

Ability to speak and write in Spanish required.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the BIPP Facilitator job description and am able to perform all functions described.

Signature \_\_\_\_\_

Date \_\_\_\_\_