

HAVEN HILLS, INC.
POSITION DESCRIPTION

Position: Support Group Facilitator 1 - Spanish

Hours: Part-time - 10 hours per week Monday – Friday | Hours vary between 10am – 9pm

Reports to: Outreach Program Manager

Annual Salary Range: \$23.00 per hour

RESPONSIBILITIES AND DUTIES: Under the direct supervision of the Outreach Program Manager and the clinical supervision of the Clinical Director, the Support Group Facilitator facilitates psycho-educational support groups for monolingual-Spanish speaking survivors of Domestic Violence, enrolled in Haven Hill's Outreach Program. Support group topics include but are not limited to Domestic Violence Education, Parenting, Life-skills, and Art Expression.

PRIMARY RESPONSIBILITIES

- Facilitate weekly psycho-education support groups for survivors for Domestic Violence
- Use an array of educational, and counseling techniques to provide psycho-education support groups regarding the dynamics of domestic violence and life skills education to ensure clients are led to self sufficiency
- Develop a safe space to facilitate sensitive topic while maintaining client's emotional safety in group.
- Work effectively with individuals from diverse socioeconomic and cultural backgrounds; demonstrate awareness and competency in providing services to multi-ethnic, multi-cultural groups and individuals.
- Work with Case Managers to provide clients with linkage to resources to meet client needs.
- Maintain complete, accurate, and current client files with all required documents, data, and progress in agency records and electronic databases to meet contract requirements.
- Provide client-based reports as requested.
- Learn and understand internal programs, policies, and procedures that impact client care, including confidentiality, available services, financial support, and eligibility requirements.
- Participate in weekly staff and case management meetings; supervision; and attend internal and external trainings as requested.

Other related duties, as assigned

MINIMUM QUALIFICATIONS

- **Bilingual in Spanish required**
- Bachelor's degree in behavioral science or related field, or three or more years of experience facilitating support groups.
- Conflict resolution experience required.
- Must be computer literate, familiar with Microsoft Outlook, Word, and Excel
- Must undergo fingerprinting/background check, TB testing, and drug testing, as required
- Must provide proof of being "fully vaccinated" per the Los Angeles County

- Excellent organizational and communication skills, and be able to multi-task in crisis environment
- Ability to speak and write effectively
- Experience in field of domestic violence or an understanding of the dynamics of an abusive relationship and its impact on the individual and society.
- State mandated 40-hour domestic violence advocate training certificate required, or completion within three months of hire.
- Ability to work with diverse populations

Department of Public Health, Urgency Ordinance, County Code- title 2- Administration, Division 4 – Miscellaneous-Chapter 2.212 (COVID-19 vaccinations) that Haven Hills, Inc. is operating under.

- Must have a valid California driver’s license, insurance, and an automobile that may be used during working hours.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- At times may be required to lift up to 10 pounds.
- May be required to use stairs to access second floor of facility.
- Required to express or exchange ideas by means of spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Driving may be required

Equal Opportunity Employer: Haven Hills, Inc. is an equal opportunity employer and does not discriminate based on age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any protected class as defined by California and federal law.”

American with Disabilities Act/Fair Employment and Housing Act Compliance Information: To comply with the Americans with Disabilities Act, the Fair Employment and Housing Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability unless such accommodations create an undue hardship on Haven Hills.

At-Will: This position is at-will, meaning that you or the employer may terminate at any time.

Haven Hills offers a comprehensive benefits package to its full-time employees working 40 hours or more per week. Employees meeting the full-time eligibility requirement may participate in the following:

<ul style="list-style-type: none"> • Medical Coverage – Partially sponsored by Employer <ul style="list-style-type: none"> ○ Blue Shield of California ○ Kaiser Permanente ○ United Healthcare 	<ul style="list-style-type: none"> • Group Life and Accidental Death & Dismemberment (AD&D) – Fully sponsored by Employer • Voluntary Group Life and Accidental Death & Dismemberment (AD&D) and
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<ul style="list-style-type: none">• Dental and Vision – Partially sponsored by Employer<ul style="list-style-type: none">○ United Healthcare Dental○ Vision Service Plan (VSP)• Health Care Flexible Spending Account Plan (Health Care FSA) available	<p>Short/Long-Term Disability Insurance options available</p> <ul style="list-style-type: none">• 401(k) Retirement Plan with employer match• OTHER: Workplace Perks Benefits (discount program) and Flexible Work Schedule.
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