

## **BIPP Facilitator Job Description**

### **Brief Overview of Position:**

This position will be trained on the BIPP curriculum and facilitate weekly group sessions for domestic violence offenders. The facilitator is responsible for collecting and submitting data to the Executive Director for attendance, progress, weekly payments, and other required reporting. Facilitators are required to participate in on-going annual training and curriculum updates.

**Accountability:** Executive Director **Supervisory Responsibilities:** N/A

### **Essential Responsibilities:**

- Complete 40 hrs of training within 6 months of hire date
- Use skills necessary to promote learning and growth in a non-judgmental environment
- Co-Facilitate up to 20 participants for 1.5 hour sessions once a week
- Sole Facilitate up to 15 participants for 1.5 hour sessions once a week
- Maintain all required recordkeeping for BIPP
- Promote empowerment and growth that aligns with agency and State guidelines for domestic violence education
- Attend required staff supervision every 4 weeks at TASA office or via Zoom
- Maintain 40 hrs of training (15 FV; 25 BIPP) every two years

### **Cooperative Responsibilities:**

- Keeps accurate records of all client information
- Provide Executive Director with timesheet each month
- Maintains confidentiality
- Be knowledgeable and prepared of material presenting
- Attend trainings both virtually and in person. Some travel may be required.
- Additional duties as assigned

### **Equipment Used:**

General office equipment/technology (computer, DVD player, projector, etc.).

### **Qualifications:**

- BIPP experience preferred
- Understand domestic violence and sexual assault issues
- Reflect agency values (i.e., empathy, empowerment, etc.) toward clients, staff, and public
- Excellent communication and facilitation skills
- Flexibility, personal integrity and ability to work as a team
- Ability to maintain complete confidentiality of employee, client, and agency information
- Clean background check