



Center for Nonviolence

235 West Creighton Avenue
Fort Wayne, IN 46807

JOB VACANCY

Position: Support Services Program Facilitator (English-Speaking)

Salary Range: Will be established according to CfN policies regarding part time wages/benefits.

GENERAL DESCRIPTION OF POSITION:

This staff member will be part of the Women's Collective and assume joint responsibility for maintaining the quality of the Latinx and English Support Program as well as direct service and outreach. Initial training and assignments will involve both in-house support programming.

EXAMPLES OF DUTIES:

1. Group facilitation: planning and facilitating both English-speaking support groups and advocacy groups for victims and survivors of intimate partner violence.
 2. Provide advocacy and crisis intervention in a variety of realms.
 3. Work in conjunction with Men's Program to ensure the safety of victims and survivors.
 4. Performing administrative details pertaining to program: tracking types of contacts, services provided, demographics as needed for grant and other purposes.
 5. Curriculum and activity development.
 6. Attend assigned trainings, events and continuing education to remain current in practice.
 7. Participation in community outreach: educational presentations, networking, special project development and implementation.
 8. Be aware of changes in issues, laws, services, community resources, etc. that may impact the Center's clients.
 9. Conduct individual client conferences and contacts.
 10. Other duties as assigned.
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SKILLS AND QUALIFICATIONS:

1. Reading, writing and verbal fluency in Spanish and English.
2. Commitment to nonviolent practice in personal and professional life.
3. Knowledge and close familiarity with Latina and immigrant women's history and culture.
4. Ability in teaching and group facilitation, group process, social work and advocacy.
5. Knowledge of domestic violence dynamics, working with legal system. Good work ethics.
6. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, dependable, productive and function well under deadlines and multiple priorities.
7. Ability to relate well to staff, visitors, and clients, including individuals from a variety of socio-economic backgrounds.
8. Professional commitment to confidentiality and ethics.
9. Ability to represent the Center for Nonviolence in a professional and ethic manner at all times.
10. Knowledge of, and commitment to, gender equality and the feminist perspective, the empowerment and equality of all cultural groups served by CfN as well as the ending of oppression based on race, age, gender, gender identity, sexual orientation, class, religion or disability.

**Qualified candidates should send cover letter and resume via email (nsare@centerfornv.org) or mail to
The Center for Nonviolence**