



## **Women's Center & Shelter of Greater Pittsburgh**

### **MENS Program Intervention Specialist**

### **Position Description**

#### **MENS Program**

**GENERAL SUMMARY:** WC&S is a comprehensive domestic violence program serving over 7,500 adult and child survivors of domestic violence & facilitating intervention groups to over 300 batterers each year. All employees support the organization's Mission, Guiding Principles and Values, and Women's Center Business System (WCBS), along with sensitivity to cultural and workplace harmony.

**SUMMARY:** Provides group facilitation with men who batter, schedules and conducts intakes, returns phone calls, & completes accurate and timely data entry. Consistent/scheduled flexibility in work schedule: days, evenings, weekends as needed.

**REPORTS TO:** Education & MENS Program Director

#### **RESPONSIBILITIES:**

- Plan for and facilitate off-site intervention groups for male batterers (primarily with a co-facilitator).
- Schedule and conduct Intake appointments with clients.
- Maintain accurate and thorough records and submit all tracking and client data in a timely manner following established protocol.
- Check voicemail, log calls, and return calls within 48hours.
- Meet regularly with MENS Team and the Education & MENS Program Director to review, receive and prioritize tasks and discuss issues/problems of the MENS program.
- Make appropriate referrals for additional resources as necessary
- Attends facilitator in-service and planning sessions as scheduled.
- Performs other duties assigned by supervisor.

**QUALIFICATIONS:**

- Bachelor’s Degree in social work, counseling, education, or related field required. Master’s Degree preferred.
- Experience as a group facilitator and understanding of group dynamics required.
- Counseling skills required.
- Sensitive to domestic violence and cultural diversity issues.
- Experience with Microsoft Office (Windows, Outlook, Excel) required.
- Ability to complete paperwork and enter data in a timely and accurate fashion required.
- Ability to understand and use the following:
  - Confidentiality and safety procedures.
  - Active listening.
- ACT 33/34 and FBI Clearances required.

**Salary Grade: Low- to Mid-\$30,000s annually**  
Non-Exempt Status

Nothing in this job description restricts management’s right to assign and reassign duties and responsibilities to this job at any time.

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Employee’s Signature

\_\_\_\_\_  
Date

My signature indicates that I have reviewed this job description. I understand that this is not a contract for employment at WC&S.