



Position: Support Group Coordinator

Reports to: Associate Director of Domestic Violence Crisis Services

Classification: Part Time, non- exempt FLSA

Work Conditions: 28 hours weekly: some evening and weekend hours required; Hybrid work from home (1-2 days) and in-office in Chapel Hill (3-4 days) is required for this position with COVID precautions in place to maximize safety. Periodically move boxes and bags weighing up to 30 pounds; ascend/descend stairs as needed.

Benefits: 3 weeks paid vacation and 14 pro-rated paid holidays per year; Paid parental leave and short-term disability benefits; Option to participate in 403(b) Retirement Savings Plan.

Compensation: \$18.97/ hour

Position Summary: The Support Group Coordinator oversees the support group programming primarily for adults and occasionally children who have experienced domestic violence, divorce, separation, or difficult life transitions. This position supervises support group facilitators, facilitates groups as needed, and provides direct services to victims of domestic violence through the agency's daytime domestic violence (DV) crisis line.

Essential Job Duties and Responsibilities:

Support Group Program

- Coordinate agency's virtual and in-person support group programming primarily for adults and occasionally children who have experienced domestic violence divorce or separation, etc. for adults in the general community.
- Facilitate groups/fill in for volunteer group facilitators as needed to maintain group continuity for clients
- Screen or oversee the screening of all group participants for readiness and appropriateness for groups and workshops.
- Screen, train and supervise volunteers serving as support group facilitators to meet program needs in accordance with organizational values.
- Create and implement annual schedule of support groups and workshops.
- Work with other staff members to ensure DV crisis line advocates and other agency volunteers are trained in the group referral process.
- Maintain statistical records and proper documentation on clients served and clients interested in group program participation.
- Develop and maintain professional relationships with other community agencies and professionals to collaborate in providing group services, increase awareness about Compass Center's group services, and improve provision of services to clients.
- Develop and update group curricula as needed.
- Manage evaluation of group services by creating evaluations, measuring outcomes and creating
- Work with Development and Communications Coordinator to advertise for upcoming groups and workshops

Volunteer/Intern Management, Training, and Supervision

- Coordinate the training of support group facilitators at minimum once per year.
- Ensure volunteers receive clear communication about new domestic violence programs and/or changes in existing programs or policies.

Domestic Violence Program

- Provide direct assistance to victims of domestic violence by phone and in-person at the office.
- Assist with all-volunteer and DV advocate training bi-annually as needed.

Organizational Duties

- Maintain proper documentation of client service provision for all support group programs and oversee collection of evaluation tools necessary to evaluate support group programs.
- Participate in staff and program meetings as able
- Other duties as assigned by supervisor.

Qualifications:

- Experience working with survivors or domestic violence or sexual assault or under resourced populations.
- Experience facilitating support groups
- Bachelor's or Master's in Social Work or Counseling preferred though equivalent experience will be considered.
- Experience in and interest in training and supervising volunteers.
- Have a solid understanding of interpersonal violence and its effect on individuals and families, and working knowledge of the role that barriers play in reaching out for support and connecting with community resources and the justice system.
- Exhibit an interest in building trusting and empowering relationships with survivors.
- Demonstrate cultural sensitivity and the ability to work with diverse groups. Possess empathic listening and communications skills that can be adapted for survivors with various needs
- Enjoy working with a team of other committed and passionate staff members.
- Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; demonstrated sound judgment, and patience.
- Possess a valid driver's license, automobile insurance, and reliable vehicle preferred.
- Fluency in spoken and written English required, Spanish or additional language is a plus

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

To apply: send a cover letter, resume and three professional references to employment@compassctr.org and include the job title in the subject line. No phone calls please. Applications will be accepted until position is filled.