

## Social Worker/Workshop Facilitator – PT/Contract

<b>Reports to:</b>	<b>Social Worker/Workshop Facilitator – 6-8 Hours Per Week</b>
<b>Supervises:</b>	<b>Not Applicable</b>
<b>Department:</b>	<b>Advocacy</b>
<b>FLSA Status:</b>	<b>Contractor</b>
<b>Position Classification</b>	<b>Temporary, Part-time - Contractor</b>
<b>Rate of Pay</b>	<b>\$75.00 per session</b>
<b>Work Schedule</b>	<b>Varies with normal hours being between 2:00pm and 8:00pm, Monday – Thursday, evenings required. Approximately 6-8 hours per week,</b>
<b>Revised Date</b>	<b>3/2019</b>

### About the YWCA National Capital Area (YWCA NCA)

**Mission** – The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**Vision** – Provide women and their families with the necessary programs that foster independence, economic stability and overall well-being.

**Bold Goal** – A majority of women and girls of color across the National Capital Area have the resources and support necessary to achieve personal, educational and professional success.

### Position Summary

The Social Worker/Workshop Facilitator is responsible for facilitating a series of financial empowerment workshops at local-area shelters for survivors of domestic violence. Responsibilities include preparing curriculum support materials, scheduling workshops, delivering the “Purple Purse” curriculum, facilitating question and answer sessions with program participants and maintaining program and attendance records. Must have a valid driver’s license and be willing to travel to multiple program sites. Most sessions are held in the evenings 6:00-8:00pm, with occasion afternoon sessions.

### Position Responsibilities

- Facilitate six to eight financial empowerment workshops each month for survivors of domestic violence in local domestic violence shelters.
- Lead discussions with program participants and provide thoughtful and insightful responses/feedback to participants’ questions and concerns.
- Coordinate and prepare workshop agendas, and curriculum support materials prior to each workshop.

- Maintain accurate and timely documentation of workshops conducted, hours, content covered and participants' attendance.
- Assist in the preparation of monthly/quarterly narrative and statistical reports.
- Develop professional relationships with other agencies and programs to improve community resources for the program.
- Understand and apply state and federal confidentiality regulations with regard to client records and correspondence.
- Establish and maintain effective working relationships with shelter staff, volunteers and YWCA/NCA staff.
- Attend mandatory trainings and meetings.
- Perform other duties as assigned by supervisor.

### **Essential Knowledge, Skills and Experience**

- Bachelor's Degree in Social Work, Counseling or related field required. Master's degree in Social Work or Counseling related field highly preferred.
- Minimum of three years' experience (two years with a Master's degree) in counseling or related field.
- Comprehensive knowledge of educational and social work counseling principles.
- Demonstrate leadership, professionalism and excellent interpersonal skills.
- Excellent public speaking and group facilitation skills.
- Consistently demonstrate prompt and dependable attendance according to work schedules.
- Ability to work independently, prioritize, organize, problem solve and exercise sound judgment with minimal supervision.
- Proven ability to maintain objective, professional relationships with individuals from diverse backgrounds including program participants, colleagues, supervisors, volunteers, and community partners.
- Ability to manage confidential information with diplomacy and tact.
- Excellent verbal and written communication skills.
- Working knowledge of Windows applications and MS Office Suite (Word, Excel, and PowerPoint).
- Ability to work non-traditional hours (evenings).
- Must have a valid driver's license and be willing to travel to multiple program sites.

### **Working Conditions/Physical Requirements**

- The work is performed at community-based organizations and shelters, in the Washington Metropolitan area. Occasional meetings and training activities at the YWCA NCA DC office.

- This position is classified as light work and requires the ability to speak, hear, see, read and lift objects up to 10 lbs. frequently and up to 20 lbs. occasionally.

### **Equal Employment Opportunity Statement**

The YWCA National Capital Area is an Equal Opportunity Employer. We seek to recruit, hire and retain the most qualified individuals without regard to race, color, religion, national origin, citizenship, sex, age, gender, disability, marital or veteran status, personal appearance, sexual orientation gender identity or expression or any other characteristic or status protected by applicable federal, state or local law.

It is our intent and desire that equal employment opportunities be provided in employment, recruitment, selection, compensation, benefits, promotion and all other terms and conditions of employment.