

## IDENTITY, INC.

<b>Position Title:</b>	<b>Program Facilitator – Elementary Schools</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Program Manager</b>
<b>FLSA Classification:</b>	<b>Non-exempt</b>
<b>Date:</b>	<b>September 6, 2019</b>

### **POSITION SUMMARY:**

Plans, coordinates, and implements curriculum- and school-based programs using the Advancing Positive Youth Development Model and trauma informed practices. Responsibilities include: program preparation, facilitation and implementation, identifying client needs, performing data entry, filing, administrative work, and providing ongoing support. Offers case management to youth and their families through program implementation, advocacy, mentoring, and support. Communicates and serves as primary liaison with agencies and service providers to support families' needs.

### **PRIMARY RESPONSIBILITIES:**

1. Recruits and retains eligible youth and parents to participate in after-school and parenting programs.
2. Plans and facilitates engaging culturally responsive and effective after-school and recreational programs.
3. Implements evaluation aspects of all program components for youth and families ensuring confidentiality of data. Analyzes outcome and process evaluation and makes program adjustments accordingly. Uses evaluation data as basis for designing Wellness Plans with families.
4. Meets regularly with individual clients providing mentoring, coaching, advocacy, and support in an effort to cultivate strong and trusting relationships.
5. Maintains organized and updated physical and electronic files on each client, including relevant documentation: signed forms and releases; baseline, follow-up, exit, and satisfaction surveys. Adheres to all federal, state and local confidentiality requirements.
6. Establishes and maintains efficient, effective and strong network of professional relationships with school administration, teachers, guidance counselors, and other school-based personnel to facilitate the referral of clients to needed programs.
7. Attends and actively participates in required trainings, meetings, and presentations.
8. Responds appropriately to emergencies that involve youth safety and security.
9. Collaborates with team to conduct family/parent sessions.
10. Maintains and updates database and records client interactions, services, and events in a timely and proficient manner.
11. Supports Identity's mission and values. Continually looks for ways to improve the organization and works in alignment with Identity's strategic goals. Brings best self to workplace and shares ideas and suggestions.

**SECONDARY RESPONSIBILITIES:**

1. Participates in organization's advocacy activities.
2. Coordinates with other Identity programs. Accompanies and supports other Youth Development Specialist with their recruitment efforts.
3. Maintains, organizes, and keeps an up-to-date inventory of program materials and supplies and submits necessary documentation.
4. Conducts outreach and presentations at various sites and schools as potential new program sites.
5. Performs other duties as assigned, required, or needed.

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED required. Some college preferred.
- Minimum two years of experience working with youth or community outreach/enrichment program(s).
- Training in Stages of Change, coaching, counseling, or adolescent development is a plus.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.
- Must complete the following trainings upon hire: Advancing Youth Development, Child Protective Services, HIPAA, CPR/First Aid.

**SKILLS AND ABILITIES:**

- Bilingual in English/Spanish is required.
- Knowledge of adolescent psychology (including Stages of Change and developmental stages), Positive Youth Development Model, motivational interviewing and counseling.
- Proficient in Microsoft Office, plus experience with database management.
- Excellent oral and written communication skills along with ability to make public presentations.
- Builds rapport and trust with clients, staff and stakeholders.
- Thrives in a fast-paced. Prioritizes and organizes multiple projects to meet deadlines with effective and efficient use of resources.
- Able to work under pressure, handle emergencies with professionalism and defuse crises.
- Enjoys challenges and is open to learning from others.
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Demonstrates sound judgment and decision making when working with youth and others. Shows flexibility, initiative, and resourcefulness in all actions and conversations.
- Able to handle and be entrusted with confidential information.

**WORK ENVIRONMENT:**

- Requires travel between sites. A valid driver's license and good driving record is required.
- Light physical activity and ability to move up to 10 lbs.
- Able to work a flexible 40-hour workweek including periodic evening and/or weekend work as necessary.
- Continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 30% of the workday.
- Semi-private office or open work area; easily interrupted with external noise; and controlled air temperature.