



## IDENTITY, INC.

<b>Position Title:</b>	<b>Program Facilitator -</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>August 27, 2021</b>

### POSITION SUMMARY:

Identity is seeking a full-time Program Facilitator to plan, coordinate, and implement curriculum- and school-based programs using the Positive Youth Development Model. The Program Facilitator will help deliver virtual programming, and then may shift to in-person facilitation with social distancing and safety procedures in place, as determined by federal, state, and local authorities. Program Facilitators must be available to deliver emergency assistance in person; as needed. Responsibilities include identifying client needs and providing ongoing support. Communicates and serves as primary liaison with partner agencies and supports supervisor in preparing narrative and quantitative reports.

### PRIMARY RESPONSIBILITIES:

1. Recruits and retains eligible youth and parents to participate in out-of-school time programs.
2. Plans, organizes and facilitates creative and engaging virtual and in-person lessons and activities for curriculum-based programs.
3. Implements evaluation aspects of all program components for youth ensuring confidentiality of data and analyzes outcome to process evaluation and make program adjustments accordingly.
4. Provides mentoring, coaching, advocacy, and support to cultivate strong and trusting relationships with individual clients.
5. Confers with Parent Outreach Workers to prioritize and meet the needs of youth and families.
6. Establishes and maintains strong and effective professional relationships with school administration, teachers, guidance counselors, and other school-based personnel to facilitate the programs and the external client referrals.
7. Maintains organized and updated physical and electronic files on each client, including relevant documentation: signed forms and releases. Maintains confidentiality and HIPAA requirements.
8. Maintains and updates database and records client interactions, services, and events in a timely and proficient manner.
9. Responds appropriately to emergencies that involve or impact youth safety and security.
10. Compiles and reviews data for, and assists with drafting of, programmatic narrative and quantitative reports for submission to funders.
11. Manages inventory of program equipment, and supplies, and orders client incentives, office, and program supplies, and completes all purchasing paperwork accurately.
12. May deliver emergency food and supplies, as needed to clients, following a "no-contact" procedure.

### SECONDARY RESPONSIBILITIES:

1. 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.
2. Participates in virtual and in-person parent workshops.
3. Attends and actively participates in required trainings, meetings, and presentations.
4. Participates in organization's advocacy activities.
5. Performs other duties as assigned, required, or needed.

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma required, Bachelor's Degree preferred.
- Must be bilingual in English/Spanish.
- Minimum two years of experience working with youth or community outreach/enrichment program.
- 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
- Must be proficient in MS Office, Google Platforms, and Zoom, and have basic knowledge of Excel.
- COVID-19 Vaccination proof required

#### **SKILLS AND ABILITIES:**

- Knowledge of adolescent psychology (including Stages of Change and developmental stages), Positive Youth Development Model, motivational interviewing and counseling.
- Excellent oral and written communication skills.
- Builds and maintains rapport and trust with clients, staff and stakeholders.
- Embraces and exerts teamwork, especially with co-facilitator, to ensure success of program implementation.
- Thrives in a fast-paced environment. Prioritizes and organizes multiple projects to meet deadlines with effective and efficient use of resources.
- Works effectively under pressure while maintaining composure and handles emergencies with professionalism to defuse crisis situations.
- Enjoys being challenged and is open to learning from others.
- Continuously demonstrates a strong code of ethics and integrity when fulfilling obligations.
- Demonstrates sound judgment and decision making when working with youth and others. Shows flexibility, initiative, and resourcefulness in all actions and conversations.
- Exerts ethical judgement when fulfilling administrative work with confidential information and during interactions with clients.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.

#### **WORK ENVIRONMENT:**

- Must have access to WiFi/Internet access and quiet working environment while working remotely during the pandemic.
- Requires travel between sites and emergency food and supplies delivery as needed. Valid driver's license, proof of car insurance, and clean driving record is required.
- May require 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 50% of the workday.
- The ability to lift and move up to 10 lbs.
- Requires light physical activity.
- Must be able to work a flexible 40- hour work week including some evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise and occasional interruptions.

**Please send resume and cover letter stating the reasons for your interest in the position to Diana Carrillo, Program Manager, at [dcarrillo@identity-youth.org](mailto:dcarrillo@identity-youth.org).**