

FAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title: Facilitator	Program: Safe 2B-You & Me
Position Level: Facilitator	Reports to: Safe 2B-You & Me Program Supervisor

POSITION FUNCTION OVERVIEW:

The Safe 2B-You & Me facilitator is responsible for facilitating programming, coordinating youth and young adult learning opportunities and providing overall support for participants enrolled in the program.

PRIMARY DUTIES/RESPONSIBILITIES:

- Facilitates the delivery of the Safe 2B-You & Me Program services in both Pinellas & Manatee counties.
- Presents evidence-based curricula to youth and young adult's ages 15-25 educating them on healthy relationships in a variety of settings.
- Actively participates in the recruitment of youth, adult individuals, and adult couples ages 18-25.
- Plans, organizes, and delivers workshops and retreats as needed.
- Becomes trained and certified in chosen program curricula.
- Administers and/or facilitates lessons in accordance with the chosen program curriculum.
- Maintains curriculum integrity and fidelity to program model.
- Assists in developing a work plan for the program and follows the plan under the direction of the Program Supervisor.
- Provides continuing contact support to designated program participants through email, phone calls and personal interaction.
- Maintains contact, attendance, and referral information for each participant in an individual participant file.
- Provides and facilitates inter-agency and community referrals, case management, and client advocacy based on individualized needs.
- Maintains curricula integrity and fidelity to the program model.
- Must be trained in the federal database nFORM and maintain a working knowledge to include any updates.
- Maintain clear and concise records related to program fidelity and data collection and provides information in a timely manner or as requested.
- Documents, records, and files all classroom attendance both on paper and electronically as required and within a period of 24 hours of participant interaction.
- Facilitates planning of Safe 2B-You & Me sessions through participation in staff meetings.
- Maintains healthy and appropriate relationships with program participants, focusing on safety, support, interaction and engagement.

- Participates in program evaluation and continual quality improvement activities, including use of participant surveys and completion of online facilitator surveys.
- Maintains working relationships with partner agencies, community groups, and referral sources.
- Adheres to the team-based approach used in the program.
- Acts as liaison with agency partners as assigned, assisting in developing new opportunities to expand program.
- Facilitates the data management system for assigned area; becomes trained in all procedures related to data management.
- Engages in quarterly review process and other ongoing quality improvement measures to assess program performance and to ensure all contractual goals are met and required outcomes are obtained.
- Submits weekly case notes and monthly reports to supervisor.
- Assists supervisor in producing overall monthly, quarterly, and semi-annual reports.
- Other duties as assigned by supervisor.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in Human Services field.
- Two years' experience dealing directly with youth or young adults.
- Experience in curriculum planning, classroom and behavior management/instruction.
- Knowledge of community services.
- Possess excellent interpersonal, communication, organizational and time management skills.
- Must be able to work with youth and young adults in detention centers, Pinellas and Manatee County Corrections, and individuals with problematic sexual behaviors.
- Ability to develop and maintain effective working relationships with individuals of various cultural and ethnic backgrounds to include minority populations.
- Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Must demonstrate awareness acceptance, and willingness to work with the LGBTQ population.
- Must be able to speak, read and write English and Spanish fluently.
- Utilizes approaches that focus on youth development and trauma informed care/harm reduction perspective.
- Must have a clear driving record, valid driver's license, and current automobile insurance.
- Possess a personal cellular phone for use in accordance with agency policy and procedures.
- Background compliant with requirements of the Department of Juvenile Justice.

