



Group Facilitator
Job Description

General Job Information

Job Code:	PS
Title:	Project Success Group Facilitator
Grade:	\$13-\$18 per hour
Job Family:	Professional

FLSA/Exemptions

EEO Status:	2	EEO-1 Category:	Professionals
FLSA Exemption(s):	E	FLSA Category:	Professional

Job Summary

Facilitate the evidence-based curricula *Becoming a Responsible Teen* (BART) or *Be Proud, Be Responsible* (teen pregnancy and HIV/STD prevention) at the following sites; TC Williams High School, the Northern Virginia Juvenile Detention Center, Sheltercare, the Alexandria Boys and Girls Club, Community Lodgings and the Alexandria Department of Recreation, Parks and Cultural Activities, Gum Springs Community Center, and Fairfax County Boy’s Probation House. Groups will serve at-risk youth at various locations each month TBD by CYEP.

Facilitate the evidenced-based curricula *Safe Dates* (teen domestic violence prevention) at Gum Springs Community Center and various Fairfax County Sites.

Primary Responsibilities

Enter Primary Responsibilities:	% of Time Annually
Facilitate classroom groups of the BART, Be Proud and Safe Dates, curricula with fidelity at all Fairfax and Alexandria locations to adolescents, ages 14-18, in after school and community-based settings;	35
Responsible for the recruitment and retention of program participants within all of CYEP PREP programming;	20
Participates in mandatory trainings, semi-annual meetings and any other related webinars related to the PREP grant to build and maintain current knowledge base of	5

awareness in the PREP and the adulthood preparation subjects;	
Maintains documentation of program activities, fidelity logs and assists in tracking data related to classes and overall program goals;	10
Responsible for the reporting and tracking PREP data with regard to attendance sheets, PREP Data reporting and PREP semi-annual reports;	10
Communicate regularly with high school students, coaches, parents and other outside service providers to inform them of the student's progress and receive their feedback;	10
Maintain progress notes on individual students and group sessions and daily contacts;	10

Required Skills

Good knowledge of teen pregnancy prevention/youth development issues;
Skill in making presentations to teens and answering sensitive questions regarding sex and reproductive health;
Excellent interpersonal skills and ability to interact with all levels of staff, students, coaches, and outside service providers;
Ability to establish and maintain effective working relationship with wide range of community partners;
Ability to understand and carry out written and verbal instructions;
Good project management and planning skills;
Excellent written and oral communication skills;
Excellent attention to details and organized;
Ability to handle multiple tasks in a fast paced environment;
Ability to work independently;
Willingness to take initiative and follow through on projects;
Must complete background check and registration with Alexandria City Public Schools;
Must possess a valid driver's license with a clean driving record and have own transportation.

Excellent interpersonal skills and has the ability to interact at all levels of staff, consumers, and outside service providers.

Ability to understand and perform written and verbal instructions with excellent communication skills.

Attention to detail with excellent organizational skills. Ability to handle multiple tasks in a fast-paced environment with the ability to work independently or as part of a team.

Willingness to take initiative and bring projects to closure.

Level of Supervision Received

Under immediate supervision, performs assigned tasks only as instructed, subject to regular check of performance.

Level of Supervision Exercised

Individual Contributor	# Direct Reports:	NA
	# Indirect Reports:	NA

Financial Responsibility

Revenue Responsibility:	NA
Budget Responsibility:	No budget responsibility

Education (education can be substituted for experience)

Required Education:	Bachelor's Degree	Psychology, Social Work, Sociology, Criminal Justice
Preferred Education:	Master's Degree	Social Work, Psychology, Criminal Justice

Work Experience (experience can be substituted for education)

Required:	4-6 Years - Minimum of 4 years experience working with juveniles or in a school environment.
Preferred:	7-9 Years -

Knowledge

Required:	Basic knowledge of Microsoft Office suite.
Preferred:	

Certification(s)

Required:	Must possess a valid driver's license with a clean driving record.
Preferred:	

Languages
English - Advanced
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability Preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>

Contact with Others	Regularly Interacts with mid level client and project management; Works under general and infrequent supervision concerning day to day tasks
Technology	Familiarity with common office equipment (hardware and software)

Business Expertise
Basic understanding of how own area integrates within the sub-function
Problem Solving
Uses judgment based on the analysis of information
Nature of Impact
Direct impact by ensuring the quality of the task/services/information provided by self and others
Area of Impact
Primarily on own team
Interpersonal Skills
Information exchange requiring tact and diplomacy is a significant feature of the job
Leadership
Provides on-the-job training/support to new team members
Functional Knowledge
Good understanding of procedures and concepts within own discipline and a basic knowledge of these elements in other disciplines
Project Management
Senior project/program team member responsible for work flow which is varied in nature with situations frequently requiring new solutions.

General Physical Requirements

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. (Rare)

Visual Acuity

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes. - Frequent (60-90%)

Working Conditions

None: The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work). - Rare (0-30%)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.