



Program Facilitator I Job Description

Type of position:

- Full-time
- Part-time
- Exempt
- Nonexempt

Pay:

- Salary
- Hourly

Hours: Vary

- On Site
- Flexible Schedule
- Telecommute

Benefits:

- Yes
- No

GENERAL DESCRIPTION

Under the direct supervision of the Program Manager, the Program Facilitator is responsible for the facilitation of model prevention programming and training, curriculum adaptation/development and other direct services related to substance misuse prevention and mental health education including networking across community sectors and supporting community mobilization efforts. The nature of the position involves a fast-paced working environment with multitasking of many different duties and tasks. General daily priorities may change at a moment's notice and the position requires quick response time and flexibility.

ESSENTIAL JOB FUNCTIONS

- Facilitates substance misuse and/or mental health education programming per funder and curriculum guidelines.
- Conducts speaking engagements and workshops on prevention issues for the community.
- Writes prevention articles for parents, school personnel and other targeted community groups.
- Participates in ongoing program planning, monitoring, implementation, and evaluation.
- Provides accurate, legible, timely and complete documentation/reports in accordance with agency and funding source requirements.
- Facilitates the Strategic Prevention Framework with community members.
- Develops interventions, advocates for change and influences policy development.
- Facilitates implementation of effective interventions with the aim of sustainability.
- Increases participation and membership in organized community groups.
- Works to strengthen positive, effective working relationships throughout the community.
- Other duties as assigned.

REQUIREMENTS

- Knowledge of substance abuse and the dynamics of abuse/addictive behaviors and how to identify and refer persons served to higher levels of care, as indicated.
- Knowledge of school-based and community-based prevention.
- Familiarity with people and practices within various ethnic and cultural groups.
- Demonstrates an ability to envision and create programming that is appropriate and beneficial to persons served while being efficient and effective.
- Demonstrates ability to communicate complex ideas in writing.
- Demonstrates effective verbal communication and relationship building.
- Ability to assess program outcomes in a meaningful and objective manner.
- Demonstrates effective project management abilities.
- Bachelor's degree in family studies, social work, sociology, psychology, counseling, education, or related field (or) 4 years of experience in listed fields.
- Bilingual preferred.
- Minimum 1 year of facilitation and/or training experience.

- Driver's License
- Reliable transportation. Ability to travel from location to location as needed throughout the day.
- 1st Aid, CPR and Fingerprint Clearance card. (ability to obtain)