

SAFER FOUNDATION  
VACANCY ANNOUNCEMENT  
January 23, 2012

**All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.**

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Title: Basic Skills Facilitator  
Program: Educational Services  
Location: Crossroads ATC, 3210 W. Arthington, Chicago, IL 60612

To apply for this position, please click: To apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=651791>

*Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt*

**Essential Duties and Responsibilities:**

- Based on the individual students' varying needs, abilities and interest, adapt traditional and non-traditional teaching methods to provide instruction and support in the Basic Skills required to pass the GED exam.
- Stimulates scholastic improvement in our client population.
- Guides class participants in their efforts to achieve basic competence in mathematics, reading and writing.
- Subscribes to and utilizes the peer and group learning techniques inherent in Safer Foundation's Basic Skills Methodology.
- Addresses conflict management, attention span, impulse control, habit formation and other barriers to learning through a vigorous, interactive method of instruction.
- Plans, coordinates, implements and documents training activities leading to increased academic proficiency and accelerated socialization of program.
- Assesses each participant's academic and social needs and develops individual service strategies to effect positive change in areas of need.
- Actively recruits candidates for program participation through the solicitation of appropriate referral sources.
- Conducts orientation for participants.
- Documents all activities pursuant to the interviewing, assessment, orientation and training of program participants.

**Qualifications:**

- Must have excellent communications, computational and interpersonal skills.
- Must be computer literate.
- Ability to maintain composure under stress and to employ insight and creativity in interpersonal communication.
- Exceptional verbal and computational skills.
- Prior experience working with individuals with criminal records a plus.

**Education and Experience:**

- Bachelor's degree or equivalent work experience required.
- Two years experience working with population; prior training or facilitation experience.

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V