

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
November 7, 2011

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.

Title: **Facilitator (Part-Time)**
Program: **Strengthening Families**
Location: **Chicago, IL**

This position is funded through January 2013.

To submit a resume and apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=1023451>

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

**This is a Part-Time position (15 hours per week).
Facilitation sessions are conducted in the evenings
(after Safer's normal hours of work) and weekends.**

JOB DESCRIPTION:

Reporting to the Program Coordinator, the role of the **Facilitator** is to be both a teacher and facilitator during the Strengthening Families sessions. The Facilitator is responsible for presenting the curriculum-based program to the participants and facilitating sessions. In addition, the Facilitator is responsible for three or four families and works with the same group of families for the duration of the program. The Facilitator spends time with each family during the session and offers help when needed.

This is done by:

- Preparing for each session by reviewing the activities and assembling needed materials
- Teaching youth or parent sessions for seven (7) weeks plus up to four (4) booster sessions
- Conducting up to three (3) Strengthening Families sessions per week – planning for four (4) to five (5) hours per session for up to 15 hours per week. These sessions will be conducted outside of Safer's normal work hours (in the evenings and weekends).
- Helping to facilitate the family sessions and conducting debriefings after each class session.
- Completing standard protocol adherence and fidelity checklists to monitor program delivery and implementation.
- Collecting and distributing survey data.
- Attending periodic meetings for Facilitators within the organization and with external partners.
- Other duties and responsibilities as assigned and necessitated to fulfill contractual obligations.

This position requires attendance at a 3-day, out-of-town training session to learn about the Strengthening Families Program and gain practical

experience with the teaching activities.

QUALIFICATIONS:

- Two-four years successful experience working with at-risk populations.
- Proven facilitation skills and performing group presentations.
- Knowledge of human behavior and performance including individual differences in ability, personality, interests, learning and motivation.
- Knowledge of group behavior and dynamics as well as societal trends and influences.
- Ability to be flexible with individuals and activities within the confines of the standardized program.
- Strong sense of responsibility for carrying out the program's protocols and design.
- Knowledge of issues regarding at risk-populations and enthusiasm for family skill-based programs.
- Skilled in critical thinking, judgment and decision-making as well as social perceptiveness (being aware of others' reactions and understanding why they react as they do).
- Skilled in active listening and conveying information to others effectively.
- Proven organizational and administrative skills, compiling data and preparing timely and accurate reports.
- Knowledge of databases and computer skills as well as composing/structuring case notes.

ACADEMIC BACKGROUND:

High School diploma or equivalent

(Open: 11-7-2011)

Safer Foundation is a drug-free workplace.
EOE/AA/M/F/D/V