

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
November 16, 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: **Basic Skills Facilitator - part time**
Program: **Educational Services**
Location: **Harvey, IL**

This part time position is located in Harvey, IL.

To apply for this position, please cut and paste into browser or click:
<https://home.eease.adp.com/recruit/?id=1044581>

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

The Facilitator provides a unique opportunity to employ academic training and peer teaching to our clients in an unstructured and non-traditional environment. This training is holistic in its integration of the practical aspects of academic tasks with interpersonal skills relevant to the work place.

The Facilitator stimulates scholastic improvement in our client population and is expected to guide class participants in their efforts to achieve basic competence in mathematics, reading and writing and subscribes to and utilizes the peer and group learning techniques inherent in Safer's Basic Skills Methodology. The Facilitator addresses conflict management, attention span, impulse control, habit formation and other barriers to learning through a vigorous, interactive method of instruction.

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