

SAFER FOUNDATION  
VACANCY ANNOUNCEMENT  
December 22, 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.**

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Title: Basic Skills Facilitator  
Program: Core Programs  
Location: Quad Cities – Moline, IL (Youth Empowerment Program)

To apply, please click: [HTTPS://HOME.EEASE.ADP.COM/RECRUIT/?ID=1115521](https://home.eease.adp.com/recruit/?ID=1115521)  
*Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt*

**JOB DESCRIPTION:**

This position is located in Moline, IL.

Using the Safer Basic Skills methodology as the backbone of classroom procedures, the Basic Skills Facilitator stimulates scholastic improvement in Safer’s client youth (ages 16-21) population. The Facilitator is expected to confidently guide the youth participants in their efforts to achieve basic competence in mathematics, reading and writing. The Facilitator subscribes to and utilizes the peer and group learning techniques inherent in the Safer Basic Skills Methodology.

The Facilitator will:

- Adapt traditional and non-traditional teaching methods to provide instruction and support in the Basic Skills required to pass the GED exam based on the court-involved youths’ varying needs, abilities and interest.
- Address conflict management, attention span, impulse control, habit formation and other barriers to learning through a vigorous, interactive method of instruction.
- Observe and evaluate students’ work to determine progress and make suggestions for improvement.
- Instruct students individually and in groups using current and life events as subject matters for discussion and problem solving,
- Prepare materials and classrooms for class activities.
- Assist in the selection and proper placement of enrollees assuring that each one has a progress plan to guide his/her work.
- Establish and enforce rules for behavior and procedures for maintaining order among assigned participants.
- Document all successful techniques and approaches to basic skills and GED materials used in the classroom to serve as an expanding program resource.
- Conduct full intakes and maintain full course records of all participants into Safer’s Axiom system.

- Participate in regular staffings to be certain that all vital information is exchanged, and, subsequently, used in the development, review and revision of participant's progress plans.

**QUALIFICATIONS:**

- Knowledge of principles and methods for curriculum and training design.
- Teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of arithmetic, algebra, geometry, statistics and their applications.
- Knowledge of and experience teaching a variety of student-centered approaches in a range of subjects.
- Knowledge of group behavior and dynamics, societal trends and influences.
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by people with criminal records.
- Good computer skills: Microsoft Office XP and experience with tracking systems.
- Excellent written and verbal communication; excellent interpersonal skills.
- Ability to maintain composure under stress.

**ACADEMIC BACKGROUND:**

- Bachelors Degree in related discipline
- 2 years teaching basic skills/GED to youth and/or adults.

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V