

**Center Against Sexual and Family Violence
Job Description**

Title: Youth Services Facilitator (FT)
Supervisor: Youth Service Director
Status: Grant Funded-Non Exempt

Scope of Duties:

This position facilitates Youth Services community presentations and TIPP classes with teens/parents impacted by sexual and/or family violence, at-risk for perpetrating violence and/or first time offending teens and their parents. The position is responsible for working with families to understand their responsibilities on program participation, help create an action plan with overall goals and objectives, leading to higher participation. Duties include conducting intake and assessment, facilitate teen and parent groups, implement pre and posttest for all groups to evaluate effectiveness, collect and maintain reporting data and create professional relationships with key partners. This person provides individual and group support session, focused on maintaining family stability, promoting mentoring and development of healthy relationships.

Perform other duties as assigned. Evening work is required and weekend work may be required.

Essential Job Functions:

1. Learn and follow Center's guidelines and policies in reference to the TIPP programs, and keep current records and statistics on activities, case notes, and maintenance of youth files.
2. Home visit for participants/families as required.
3. Implement TIPP curriculum, related educational materials and group activities for participants.
4. Answer and document hopeline calls.
5. Perform general office tasks including, but not limited to, answering and directing telephone calls, filing, faxing and typing.
6. Make referrals to community resources and document referrals.
7. Assist with statistical reports and collection of data, e.g. monthly reports.
8. Follow protocols for handling mandatory reporting of child abuse/neglect cases.
9. Other duties as assigned.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of agency.
2. Sexual Assault Hospital Accompaniment optional.
3. Make community presentations.
4. Represent the agency in a positive manner at all times.
5. Respect clients at all times.

Minimum Qualifications

Training and Experience

A minimum 30 college hours with experience in domestic violence programs, facilitating a group; computer proficiency in Microsoft applications (i.e. Word, Excel); Must have good oral and written communication skills; Bilingual English/Spanish; Must have own transportation, valid Texas driver's license and current insurance.

Knowledge, Abilities and Skills;

- Excellent interpersonal and communication skills.
- Must be youth centered - Recognizing the interest of the youth as a primary responsibility and provide professional support, guidance, and assistance.
- Maintain high personal and professional standards.
- Must be familiar with agency services.
- Proficiency in basic computer applications
- Should be creative, articulate and diplomatic.
- Ability to work independently as well as part of a team.
- Strong self-starter who feels comfortable taking the initiative in problem solving in order to meet the needs of clients.
- Willingness to work flexible and irregular hours during peak periods.

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

I have read and understood the TIPP Facilitator (PT) Job description and am able to perform all functions described.

Signature _____

Date _____