



## POSITION DESCRIPTION

**POSITION:** Bilingual Facilitator

**STATUS:**  Full Time     Part Time     Exempt     Non-Exempt

*Join our dynamic and dedicated team to help provide a safe, compassionate, healing environment for children who have been a victim or witnessed a crime. Our Bilingual Facilitator helps uphold our values of Collaboration, Excellence, and Impact by providing excellent Family Support programming to child victims and their non-offending family members.*

**FUNCTION:** Reporting to the Director of Family Support and Prevention, the Bilingual Facilitator is responsible for implementing the STEP Programs and Voices Council in diverse settings for families of “The Center” and foster parents, kinship caregivers, and other supporting adults. Duties include setting a schedule, preparing meeting rooms, facilitating interactive learning utilizing program curriculum, completing reports, and cleaning up after each session.

**Pay Range:** \$20-\$25

### PROGRAM IMPLEMENTATION

- Facilitate classes utilizing evidenced –based programs
- Facilitate Voices Council group using emergent curriculum
- Provide accurate and age appropriate responses
- Responsible for planning and preparation for program implementation
- Maintain program fidelity
- Engage program participants in program activities
- Adapt program to ensure cultural competence and inclusivity for all participants
- Support the facilitation of the Family Advisory Board (FAB)
- Facilitate Peer Leader Meetings and provide support to Peer Leaders

### PROGRAM REPORTING

- Maintain communication with Program participants
- Complete session debriefings
- Complete end-of-session- surveys
- Report problems and concerns to Director of Family Support and Prevention
- Document incidents
- Maintain accurate record and documentation of program participants

## **OTHER DUTIES**

- Maintain inventory of program supplies
- Support the Support Specialist with program recruitment
- Obtain training in curriculum, data collection and other opportunities
- Participant in community events, activities and conferences
- Provide support with recruitment and community events
- Attend and participant in staff meetings/trainings

## **QUALIFICATIONS:**

- Bachelor's degree and/or equivalent prior experience.
- Bilingual (English/Spanish) required.
- Two years experience as a group facilitator and working knowledge of classroom management techniques.
- Exercises discretion in acquiring and disseminating confidential and proprietary information.
- Ability to work flexible hours, including nights and weekends.
- Must be eligible and able to obtain a Class 1 Fingerprint Clearance Card and criminal background check.

## **SPECIAL ABILITIES AND KNOWLEDGE:**

- Excellent organization skills and attention to detail.
- Ability to engage a broad audience.
- Excellent communication and public speaking skills.
- Positive attitude, flexibility and teamwork skills.
- Ability to work with people from various cultural backgrounds and beliefs.

*Any offer of employment is contingent upon successful completion of new hire screenings, including background checks, drug testing, and professional reference checks.*