



## POSITION DESCRIPTION

**POSITION:** STEP 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 STEP 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 Family Support Program Coordinator, the STEP Facilitator is responsible for implementing the STEP Program in diverse settings for families of “The Center” and foster parents, kinship caregivers, and other supporting adults. Duties include preparing meeting rooms, facilitating interactive learning utilizing program curriculum, completing reports, and cleaning up after each session.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Facilitates classes utilizing evidenced-based program curriculum and activities with a strong emphasis on program fidelity for families with children between 8-17 and their caregivers;
- Facilitates classes utilizing evidenced-based program curriculum and activities with a strong emphasis on program fidelity for foster parents, kinship caregivers, and other supportive caregivers and parents trying to regain custody of their child/children;
- Provides accurate and age appropriate responses to participant questions;
- Responsible for planning and preparation of curriculum material;
- Responsible for planning, promoting, and directing a schedule of activities for weekly sessions;
- Completes necessary reports (debriefing and end-of-session survey) and turns it in on time;
- Reports problems and recommends actions to Family Support Program Coordinator;
- Maintains safety of the participants during the program;
- Documents incidents, as needed;
- Maintains accurate records and documentation of program participants;
- Prepares the meeting room for the session and restores the room at the conclusion of the session;
- Informs Support Specialist of needed supplies;
- Obtains required training in curriculum, data collection and other identified opportunities;
- Participates in community events, activities, and conferences, as needed;

- Provide support with recruitment, tabling and attending recruitment opportunities, as needed;
- Attends and participates in scheduled staff meetings and trainings.

**QUALIFICATIONS:**

- Bachelor's degree and/or equivalent prior experience.
- Bilingual (English/Spanish) preferred.
- 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.
- Bilingual English/Spanish preferred.

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

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

SACAC signature: \_\_\_\_\_ Date: \_\_\_\_\_