ANNOUNCEMENT NUMBER:  00301

JOB TITLE:  Group Facilitator

DEPARTMENT:  Protective Services for Children and Adults
            Community Youth Services
            Parent/Teen Survival Program

HOURS:  Part Time as Needed
        Evenings and Weekends

SALARY:  Will Be Discussed in Departmental Interview
         Based On 26 Pay Periods

POSITION DESCRIPTION:  Under the direction of the Community Youth Services
Parent/Teen Survival Program Coordinator, provides a community-based group
program for parents and youth to learn conflict resolution and mediation skills.

- Prepares for parents/youth groups weekly.
- Locates meeting room and arranges setup and breakdown.
- Assembles any needed materials and equipment.
- Reviews curriculum and prepares presentations.
- Maintains departmental database with pertinent information.
- Provides a weekly phone reminder of attendance to group.
- Conducts group meetings of 2 to 2 ½ hours with parents and youth weekly.
- Keeps notes of participants' files and attendance records.
- Provides feedback to referral source on attendance and level of participation.
- Compiles evaluation instruments completed by the participants to improve the
  program.
- Individually counsels participants as needed.
- Provides families with information and referral to community resources as needed.
- Tracks effectiveness of the program.
- Checks juvenile probation records.
- Surveys parents and youth after completion of group series.
- Performs other duties as assigned within the scope of the position.

REQUIREMENTS:

- Bachelor's degree majoring in a Behavioral Science, Social Work or other Social
  Science.
- One (1) year experience working with youth and their families in a youth service
  agency in an institutional, counseling or social service setting.
- Knowledge and understanding of adolescent problems and stages of
  development.
• Knowledge of the Texas Family Code and related laws governing children and the ability to interpret these to youth, parents, and other systems.
• Knowledge of community resources.
• Demonstrated casework and documentation skills through successful employment history.
• Excellent time management skills.
• Good verbal and written communication skills.
• Ability to communicate tactfully and respectfully.
• Must be responsible and self-disciplined enough to work independently.
• Must be a self-motivator.
• Demonstrated ability to work with adolescents through successful employment history.
• Ability to handle the stress of emergency situations.
• Ability to work away from the home agency.
• Ability to work with agencies having differing philosophies and establish positive relationships.
• A valid driver's license (Texas upon hire)
• Reliable transportation and current automobile liability insurance.

PREFERENCES:

• Master's degree in a Behavioral Science, Social Work or other Social Science.
• Professional Licensure (LCDC, LMSW, LPC, etc.)
• Bilingual in English and Spanish.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY
CLOSING DATE: Open Until Filled

UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS ARE SCREENED FOR THE PRESENCE OF ILLEGAL DRUGS