

# HARRIS COUNTY, TEXAS

Human Resources & Risk Management  
1310 Prairie - Suite 400  
Houston, Texas 77002-2021  
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Benefits & Compensation (713) 755-5117  
Risk Management & Safety (713)755-8740  
Hearing Impaired (713)755-6870

## ANNOUNCEMENT NUMBER: 14378-P

**JOB TITLE:** Group Facilitator—Part Time

**DEPARTMENT:** Protective Services for Children and Adults  
Community Youth Services  
Various Locations

**HOURS:** Part Time as Needed  
Nights and Weekends

**SALARY:** Will Be Discussed in Departmental Interview  
Based on 26 Periods

**EDUCATION:** A Bachelor's Degree in one of the Behavioral Sciences, Social Services or Social Work is required. A Master's Degree in a related field is preferred.

**EXPERIENCE:** Must have one (1) year of paid or volunteer experience in the field of youth services or group facilitating.

**JOB SKILLS** Must possess casework and documentation skills and the demonstrated ability to work with adolescents. A valid driver's license and automobile liability insurance are required. Must have good oral and written communication skills and knowledge of community resources. Must possess the ability to handle stress and crisis counseling to participants if appropriate. Knowledge of the Texas Family Code and related laws governing children and the ability to interpret these to youth, parents and other collaborators. Time management skills and the ability to work independently are required. Must be able to work away from the home agency. Must be tactful in working with agencies having differing philosophies and be able to establish positive working relationships.

**JOB DESCRIPTION:** Counsels individually with participants as needed. Conducts weekly group meetings of 2 to 2 1/2 hours with parents and youth. Locates meeting room, arranges setup and breakdown; assembles any needed materials and equipment. Reviews curriculum and prepares presentations. Provides a weekly phone reminder of attendance to the group. Keeps attendance records and notes for participant's files. Provides written feedback to referral source. Collects survey and evaluation instruments completed by participants. Provides families with information and referrals to community resources as needed. Tracks the effectiveness of the program. Check juvenile probation records, survey parents and youth after completion of group series.

**\*Grant Funded Through August 13, 2010**

**CLOSING DATE: Open Until Filled**

**APPLY AT: 1310 PRAIRIE - SUITE 170**

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