

# Educational Group Facilitator

---

## SANDUSKY COUNTY JUVENILE JUSTICE CENTER (SCJJC), JOB DESCRIPTION

**Title: Educational Group Facilitator**

**Status: Unclassified, part-time**

**Job Summary:** This professional position reports to and is supervised by the Assistant Director of the SCJJC. The incumbent will provide educational groups to the residents of the SCJJC. Group sessions will include, but are not limited to: substance abuse, criminal thinking, anger management and life skills. Basic guidelines for groups are provided by the facility.

### **Essential Functions:**

- Facilitates psycho-educational groups with residents covering topics relevant to current trends of juvenile offending such as, criminal thinking, risk factors, anger management, life skills, substance use, and problem solving.
- Identifies factors affecting the residents and assists residents via the group setting.
- Maintains accurate and thorough documentation of material discussed in case management and report writing format.
- Maintains standards of confidentiality pertaining to residents, facility occurrences, and internal information.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

### **Preferred Knowledge and Skills:**

- Knowledge of office practices and procedures, computer systems, and software programs.
- Must be able to follow directions, manage information, and maintain accurate records.
- Must have the ability to maintain confidentiality and safeguard information of a sensitive nature.
- Must be detail-oriented and maintain accurate records.
- Must have excellent written and oral communication skills.
- Possess or obtain a valid Ohio driver's license within thirty (30) days of appointment.

### **Preferred Education and Experience:**

- An Associate's degree or higher in Criminal Justice, Education or Social Work.
- Two or more years of government or public sector experience.

### **Equipment Required:**

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

### **Work Environment:**

Work is performed in a climate controlled office setting. Incumbent may drive to meetings, seminars, or other County offices as required, which may require outside exposure. Prolonged sitting is required, but is interrupted by standing and walking. Minimal bending, twisting, or lifting. No heavy lifting, hazardous, or physically demanding work. This position may require physical intervention with distraught and emotionally unbalanced youth. There may be exposure to bodily waste, tissue or fluids. This position works around and directly with

# Educational Group Facilitator

---

incarcerated youth. Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

**Special notice:** Reliable, consistent attendance is a requirement and essential function of all positions. All employees are expected to be punctual and dependable in order to meet the needs of this facility. Incumbent must be flexible in scheduling based on the needs of the SCJJC. A true willingness to do whatever it takes to get the job accomplished is imperative.

Sandusky County Juvenile Justice Center

Employee: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date placed in employee's file: \_\_\_\_\_

Revision May '22