

Program Facilitator

SANDUSKY COUNTY JUVENILE JUSTICE CENTER (SCJJC), JOB DESCRIPTION

Title: Program Facilitator

Status: Unclassified, full-time

Job Summary: This professional position reports to and is supervised by the Programs Director of the SCJJC. The employee will facilitate daily programming for court involved youth referred to the STEPS Program as well as youth in the detention center.

Essential Functions:

- Transports and supervises program participants to and from daily programming. Creates the daily transportation duties for the STEPS and Community Service Programs.
- Assists youth with daily academic needs, including but not limited to: one-on-one assistance, communication with teachers/school personnel.
- Facilitates daily cognitive behavioral based groups to relay session specific information to the program participants.
- Models appropriate behavior for program participants; provides encouragement for positive behavior and redirection for inappropriate behavior.
- Maintains case management using the SOAR method. Case management includes weekly goal setting as well as tracking behavioral needs and academic performance.
- Maintains oral and written communication with parents, court staff, school personnel, service providers, Program Coordinator and Programs Director regarding behavioral management.
- Facilitates intake process of participants with parents and participants advising both parties of all program rules and expectations.
- Assists in the detention side of the facility by facilitating groups, assisting residents with homework, and other duties associated with the pod officer duty.
- Assists in the development of programming activities for program participants.
- Assists Administration in creation of procedures/protocols by informing Administration of issues that arise from the perspective of the Programs Staff.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Preferred Knowledge and Skills:

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

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Preferred Education and Experience:

- An Associate's degree or higher in criminal justice, social work, or behavioral health, or a combination of education/work experience commensurate with an Associate's degree or higher.

Equipment Use Required:

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

Work Environment:

The work day is generally performed in a climate controlled office setting. This employee may drive to meetings, seminars, or other County offices which may require outside exposure.

There may be minimal bending, twisting, or lifting. There is a potential for contact with violent or emotionally distraught youth as well as exposure to bodily waste, tissue, or fluid. Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

Special notice: Reliable and 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. Employee 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: _____

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Revision: Jul '20