

Youth Group Facilitator Position Description

Primary Accountabilities:

The primary function of the Youth Group Facilitator is to work directly with the FPI Assistant Director, who is also the Youth Initiative Program Coordinator, to provide youth with an opportunity to make transformational change. This is accomplished through a 16 week program that focuses on the development of healthy families and healthy relationships with an emphasis on emotional awareness, emotional regulation, and personal responsibility. It provides an opportunity for youth to learn more about themselves, become accountable, and take steps toward achieving their life goals.

Major Duties:

- Using trauma-informed practices, create relationships of trust with at-risk youth;
- Conduct intakes on referred youth;
- Establish rapport with youths' families;
- Facilitate trauma-responsive youth groups to referred youth;
- Meet with youth individually as needed to assist them with their group assignments;
- Establish effective routines to ensure the group environment is welcoming and supportive for the youth in your group, and the group room is prepared for other group usage upon completion of your group facilitation;
- Participate in group preparation and debriefing with co-facilitator/supervisor;
- Collaborate with other agencies and individuals to meet the youths' needs;
- Perform administrative tasks effectively and timely to ensure grant requirements are met and necessary data is collected after each group or individual interaction;
- Ensure documentation of all participant services, trainings, referrals, and resources provided are complete, accurate, and submitted timely;
- Respond promptly to crisis, developing appropriate plans with community partners to meet client needs;
- Strive to develop intervention plans that prevent or reduce recidivism;
- Promote a positive image of the FPI Youth Initiative by initiating, developing and sustaining effective professional relationships in the community, and ensuring a dual focus on family and victim safety, and youth needs;
- Participate in ongoing training and professional development to provide best practices;

- Develop and update available services for youth as needed;
- Participate in weekly staff meetings as requested; and
- Perform all other duties as assigned.

Qualification Preference:

- Bachelor degree in a helping profession or 2 years experience working with youth

Qualification Requirements:

- Ability to be introspective;
- One year experience working with youth, or one year experience as a group facilitator;
- High school education + some college coursework;
- Ability to work independently on projects and ask for support as necessary;
- Maintain effective, cooperative working relationships, both internally and externally, as it relates to the operations and business of the FPI Youth Initiative;
- Ability to communicate effectively, both verbally and in writing, with professionals and clients;
- Ability to identify and solve problems;
- Must have knowledge of basic computer skills;
- Must be able to complete program trainings as may be required;
- Ability to maintain confidentiality at all times;
- Ability to attend court and provide testimony when required;
- Must be able to pass a criminal history check and KDADS Child and Adult Abuse Registry check;
- Must be authorized to work in the United States;
- Must be able to perform day-to-day physical requirements of the job, including but not limited to:
 - Frequently required to greet, interview, and communicate with participants in a variety of settings;
 - Constant requirement to communicate via telephone, computer, and in person;
 - Ability to push, pull, lift, or carry 30 pounds; and
 - Frequently required to move around the building and the community.

Location: 200 SW 33rd St., Topeka, KS

Terms: ¾ time position, partially grant-funded for 2 years

Salary Range: \$18 - \$20 per hour