

HARRIS COUNTY, TEXAS

Human Resources & Risk Management
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Risk Management & Safety (713) 755-8740
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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

APPLY AT: <http://www.harriscountytexas.gov/hrrm/employment.aspx>

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