**Allen County**



**Job Descriptions**

**PART-TIME PROGRAMS FACILITATOR**

Department: Community Corrections FLSA Status: Non-Exempt

Under the direction of the Programs Section Chief, the Programs Facilitator administers a library of evidence-based cognitive behavioral programs and ensures those programs are delivered in intended format. This position is not covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

**ESSENTIAL FUNCTIONS:**

* Facilitates evidence-based cognitive behavioral classes and ensures the content of the program curriculum is delivered in its intended format and the participants understands and relates to the required material.
* Prepares necessary lesson plans, materials, supplies and instructional hardware to facilitate the program and recommends additional materials needed.
* Prepares the classroom to be adapted to meet unique circumstances of participants, ensures cleanliness of the facility, inventories the materials and notifies appropriate staff of materials needed or any equipment malfunctions.
* Facilitates assigned program orientations weekly for incoming participants and reviews program rules, requirements and associated costs with each participant.
* Recommends programming methods to address participant problems including, providing occupational and education information and interacts with participants to assist with gaining insight, defining goals and planning courses of action to achieve effective personal, social, educational and vocational adjustments.
* Completes administrative paperwork including but not limited to, documenting attendance and participation levels of participants in the required database and completing dispatch and discharge paperwork.
* Prepares reports and alerts staff of problems with participants and forwards status paperwork to the referring agency and/or case manager if participant is discharged from the program.
* Prepares and forwards status reports to request revocation paperwork to be filed with the Courts for all participants referred directly to Allen County Community Corrections (ACCC).
* Observes and documents participant progress and forwards monthly report to referral sources and case managers, as needed.
* Participates in staff meetings to determine appropriate responses to participant questions and concerns, share proposed changes in delivery or curriculum and share insight in participant progress with other staff members.
* Must be able to work during hours most conducive to target population, which includes Monday through Friday, some nights and Saturdays, as scheduled.
* Performs all other duties as assigned.

**REQUIREMENTS:**

* Bachelor’s Degree in Criminal Justice, Psychology, Social Work, Education or related field required.
* One year of experience in classroom facilitation and/or adult teaching preferred
* Knowledge of various theoretical approaches to adult education including cognitive, behavioral and cognitive motivational theories
* Knowledge of adult learning strategies
* Knowledge of criminal justice system operations
* Strong management, organizational, leadership and teaching skills
* Ability to be certified in Indiana Risk Assessment System (IRAS) Instrument Training/Application
* Ability to be certified in Motivational Interviewing Network of Trainers (MINT)
* Working knowledge of Cognitive Behavioral and Social Learning Theory
* The agency subscribes to the National Institute of Corrections’ Eight Principles of Effective Intervention (EBP), must be able to complete required Correctional EBP training programs and demonstrate competencies that focus on empirical recidivism risk reduction strategies
* Strong computer skills and the ability to use Microsoft Office and other job related software
* Strong written and verbal communication skills
* Ability to use overhead projectors, DVD players, teleconferencing equipment and other technology equipment

**PERSONAL WORK RELATIONSHIPS:**

The Programs Facilitator maintains frequent contact with other County employees, program participants and their families, clients and other social service agencies regarding evidence-based cognitive behavioral therapy programs.

**WORKING CONDITIONS:**

The Programs Facilitator works in office and classroom environment with frequent contact with potentially dangerous, violent and abusive program offenders convicted of various misdemeanor and felony offenses on a daily basis with the ability to move around freely, but frequently sitting, requiring some bending, kneeling, lifting up to forty pounds, reaching over head and pushing and/or pulling loads. Very frequent typing including proofreading and attention to detail, monitoring equipment and detailed inspection is required.

**SUPERVISION:**

None

**LICENSING:**

Ability to be certified in Motivational Interviewing Network of Trainers (MINT)

Ability to be certified in Indiana Risk Assessment System (IRAS) Instrument Training/Application

**IMMEDIATE SUPERVISOR:**

Programs Section Chief

**HOURS:**

Hours vary and are assigned; up to 29 hours/week

Some evening and weekends required

Please visit the Allen County website at <http://www.allencountyjobs.us/>