

## Job Description CoRe Facilitator



JOB TITLE: CoRe Facilitator  
DEPARTMENT: Behavioral Health  
REPORTS TO: Director of Behavioral Health  
STATUS: Part-time  
FLSA: Non-Exempt  
WORK HOURS: Monday to Friday and some evenings as needed for groups

### PURPOSE

Under the supervision of the Director of Behavioral Health, the CoRe Facilitator will assist the development, implementation, and evaluation of CoRe project in the Behavioral Health Program. The CoRe Facilitator will provide administrative assistance for successful development, implementation and evaluation of the CoRe curricula/project. The CoRe Facilitator plays a key role in helping the CoRe's participants develop **Courage, Cooperation, Respect and Resourcefulness** values within the youth that we serve by teaching CoRe skills that help children/youth stay safe, calm under pressure, communicate respectfully and persuasively, expand the child/youth's connection to their family and community, make lasting and valuable friendships, and develop achievable goals for themselves and their community.

### ESSENTIAL DUTIES

#### Youth Activities and Group Facilitation

1. Engage and build relationships with children/youth in program appropriately, act as a role model, creating a safe, welcoming environment for children/youth.
2. Assist in the planning, development, implementation, and evaluation of CoRe programming & events.
3. Assist in development of outreach materials and efforts to build community relationships.
4. Lead and/or co-facilitate CoRe groups and CoRe activities.
5. Provides direct assistance to the CoRe participants to facilitate referrals to ASC services and/or community resources.
6. Help with CoRe activity set-up and clean up, while working collaboratively with program partners/schools.
7. Ensure that CoRe established systems and procedures are followed.
8. Help ensure that all CoRe property (including games, equipment, common areas, and supplies) is properly transported, maintained, stored, and respected.

#### Documentation & Reporting

9. Ensures activities and programing provided meet CoRe project's objectives and contract requirements.
10. Track referrals and maintain an effective tracking and referral process for participants.
11. Assists with CoRe program development and outreach efforts.
12. Ensures registration processes are completed and surveys are completed as need it.
13. Supports preparing CoRe's reports.
14. Supports training and coaching CoRe's assistant staff as need it.
15. Ensure Core's activities are reported accordingly and timely per program goals and requirements.

### OTHER DUTIES

- Supports and complies with the values, policies, and practices of Atlantic Street Center.
- Works as part of the Behavioral Health Program, and agency teams.
- Abides by the agency's confidentiality policies and is aware of HIPPA rules.
- Attends internal agency meetings and other external meetings as required.
- Submits expenses, leave requests/timesheets, or other administrative requirements to supervisor in a timely fashion.
- Provides occasional support or consultations as needed to promote Behavioral Health services with other ASC programs or to external agencies.
- Maintains a flexible work schedule to provide efficient services to participants and meets program goals (this includes work in the evening and weekends).

- Supports the outcomes of the CoRe project, as well as overall contractual goals.
- Performs other duties and special projects as assigned by the Supervisor, Program Director, or Executive Director.

**QUALIFICATIONS**

- Knowledge and experience playing videogames: Required
- Master’s degree in Social Sciences or related field preferred
- One year of supervisory OR management experience in human services: Preferred
- 2 or more years’ experience in successfully leading children/ youth groups: Preferred
- Paid or volunteer experience with non-profit organizations: Preferred
- Energetic, youth oriented, and resourceful personal skills: Required
- Working knowledge of Microsoft Suite.
- Active registration as Agency Affiliated Counselor in Washington State or must be eligible to become in the first 30 days of employment.
- Current certification in First Aid and/or CPR, if not, complete certifications within one month of hire date.
- Experience working with low-income youth and families from diverse cultural backgrounds: Preferred
- Manage difficult and stressful situations effectively and calmly
- Work with minimal supervision
- Work as a member of a team

**WORKING CONDITIONS**

- Work Hours: Between 9:00 am and 7.30 pm, Monday through Friday. (Some evenings and weekends as needed for groups)
- Ability to lift 30 pounds
- Position requires driving whenever necessary to meet program needs. A valid Washington State driver’s license and proof of insurance is required. Must be able to obtain approval from ASC’s car insurance to drive agency van for group activities or events. Driving time should not exceed 20 - 15 % of work week.

**DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

“I have reviewed the job description above and I accept all duties and responsibilities.”

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**APPROVED BY:**

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*Signature*

*Date Signed*

Mei-Ling Morrison-Beals, Director of Behavioral Health

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*Signature*

*Date Signed*

Dr. Pela Terry, Executive Director