



## **Job Description**

**Job Title:** Group Leader/Facilitator

**FLSA Status:** Non-Exempt

**Reports To:** Vice-President

**Travel:** Travel within the state(s) of DMV (Washington, DC Metro Area)

**Schedule:** Monday through Saturday (Flexible/PT and or PRN)  
May be required to work outside of Normal business hours

**Salary:** Depends on Experience (DOE)

### **SPECIAL REQUIREMENTS:**

- Must pass a FBI Criminal History record check:
- Must pass a Child Protective Services record check FBI fingerprinting check

### **Summary**

This is a part-time position located in Washington, DC Metro Area. The position will work directly with formerly incarcerated men and women who are re-integrating back into the community. The group facilitator will be responsible for weekly groups, including facilitation, pre and post preparation and data entry. Responsibilities also include working closely with partner agencies to ensure program participants are engaged and or introduced to community resources that support their basic needs.

**Essential Duties and Responsibilities** include the following and other duties as assigned.

### **Duties include:**

Mastering a set of communication skills, such as attending, listening, reflecting, encouraging, and questioning, that can be used to create an environment in which offenders share relevant personal information to assist Calvary with providing assistance with addressing distorted thinking process which impacts their behavior. Typical job responsibilities include:

- Develop and maintain a professional relationship with offenders.
- Assist offenders with personal adjustment to education, training, job or career placements by processing barriers;
- Ability to work in a team environment, while also working independently.
- Demonstrated ability to maintain confidentiality with sensitive information
- Computer literacy in word processing, email, internet and spreadsheets.
- Communicate effectively with offenders, professionals, and community; and
- Apply skills to assist offenders with various mental health and vocational issues.
- Attend agency trainings e.g., documentation, and group facilitation
- Facilitate weekly groups in the field.
- Ensure accurate timely and complete documentation in computerized record system
- Participate in monthly staff and or group consultation meetings and with peers and or colleagues and participate in supervision meetings.
- Provide occasional backup to other facilitators, e.g. conducting additional groups during

- colleagues' vacation or illness
- Provide services following program procedures in order to ensure compliance.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Any combination of education and experience equivalent to a Bachelor's Degree (Master's Degree preferred and or licensed) and one- two years of experience, or experience in restorative justice, victim advocacy, offender services, or related field within human services.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have an intermediate level of working knowledge with Email, Microsoft Word , Excel and PowerPoint.

**Certificates and Licenses:**

- Must possess valid Driver's License

**Supervisory Responsibilities:**

Supervise group participants

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception, and Ability to adjust focus.

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**Employee Signature**

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**Date**

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**Manager Signature**

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**Date**