

**POSITION:** **FACILITATOR (PART-TIME)**

**DIVISION:** Workforce Development

**PURPOSE:** To address the challenges and needs identified for PIC program participants in the areas of responsible fatherhood, healthy marriage, and economic stability.

**QUALIFICATIONS:**

Education: A Bachelor's Degree in Education or closely related field.

Experience: Classroom and/or remedial education preferred.

Skills, Abilities, and Knowledge

- a. Knowledge of Adult Education principles/theories
- b. Problem solving ability where independent judgment may be required.
- c. Ability to work with all stakeholders as a team.
- d. Ability to maintain confidentiality.
- e. Proficient computer knowledge and skills.
- f. Ability to interpret, analyze, and track data and other information.
- g. Strong presentation, verbal, and interpersonal communication skills to successfully work with diverse participants.
- h. Machine usage including computer, Surface, photocopier, smart board, projectors, etc.
- i. Ability to deal with and adapt to frequent changes.

**REPORTS TO:** DADS MATTER Program Supervisor

**SUPERVISION:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Nontraditional hours, weekday evenings, and weekends.

Mental Concentration: Considerable concentration intermittently Interruptions: Occur frequently

Physical Effort: Moderate physical effort in a predominantly sitting position.

Special Demands: Some travel and potential eyestrain. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environmental information

Duties may include any or all of the following. This list is intended to be representative.

01. Ability to understand there is a distinct difference between training on a curriculum content and facilitating a workshop complete with participant-to-participant, participant-to-facilitator, and participant-to-group dynamics.
02. Ability to facilitate job skills/readiness classes and various curriculums including 24/7 Dad and Inside/Out Dad.
03. Ability to focus on retention and keep participants returning week after week
04. Support at-risk program participants who often face multiple barriers to positive engagement with their children
05. Guide program participants into taking positive steps to overcome barriers to becoming the best parent and a more successful provided

06. Assist program participants to identify and realize life and career goals through guidance and support.
07. Facilitation skills for preparing and presenting material to participants as scheduled.
08. Ability to respond effectively and adjust facilitation strategies and materials in order to motivate and respond to program participants' needs.
09. Exhibit accountability.
10. Participate in formal professional developmental activities.
11. Complete forms, time cards, and other paperwork as required without errors.
12. Encourage involvement in the community and utilize community resources.
13. Understand the mission, goals, policies and procedures of the Private Industry Council of Westmoreland/Fayette, Inc.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** E

**HOURLY WAGE:** \$25.00

**HOURS:** 10-20 hours/monthly