



Department: Administration	Job Description
Job Description Title: Teen Solutions Program Facilitator	FLSA Status: Non-Exempt
Accountable To: Housing Department Director	Position Status: Part-time Grade 11, starting at \$19.11 p/h, Mon-Fri 2:30pm-6:30pm
Prepared By: Administration	Revision Date: June 27, 2024

WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Job Summary:

Supervise teen participants and facilitate onsite programs.

Essential Duties and Responsibilities:

- Create, plan and implement age-appropriate programs for youth ages 13-17 (8th through 11th grades).
- Ensure that programs are appropriate to participants' developmental and social needs.
- Model positive communication and problem resolution skills.
- Provide an environment of acceptance.
- Guide and support teens in resolving conflict.
- Maintain healthy and appropriate relationships with youth, focusing on safety, support, interaction and engagement.
- Develop and maintain positive relations and teamwork with all program participants and stakeholders including teens, teens' parents/guardians, Supervisor, and CAPNM staff.
- Maintain accurate and up-to-date enrollment forms, attendance records, and service records for all youth.
- Follow up as needed with regard to participant absences.
- Attend regular staff meetings and trainings.
- Attend additional trainings as related to position.
- Provide routine feedback to Executive Director about program effectiveness and suggested improvements.
- Set-up and clean-up of program site.
- Maintain a healthy and clean environment.

- Adhere to agency policy on positive discipline as stated in the personnel policies.
- Report all suspected child abuse as required by Montana state law and according to agency policy and procedure.
- Actively support the goals, objectives, mission, and vision of CAPNM and the Teen Solutions program.
- Promote and facilitate the parents' role as primary educators of their children in collaboration with other CAPNM staff.
- Establish and maintain professional boundaries with parents when handling program and personal issues.
- Be sensitive to the needs of children and families, especially as related to economic, racial, ethnic, and disability issues.
- Use a professional attitude and approach to working with parents, co-workers, and community volunteers to establish a positive and productive environment.
- Participate in and promote a positive working relationship with all CAPNM staff and teen program families.
- Other duties as needed and assigned.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Upon hire:
 - Must be at least 18 years old.
 - High school diploma or HiSET.
 - One or more years of experience with adolescent youth.
 - Experience working with low-income and diverse populations preferred.
 - Understanding of positive youth development and strong desire to work with youth.
 - Ability to engage youth while maintaining professional boundaries.
 - Strong communication skills in working with individuals and groups.
 - Well-honed organizational skills with attention to detail.
 - Strong interpersonal, verbal, and written skills.
 - Basic computer literacy skills.
 - Ability to multi-task with minimal supervision.
 - Well-organized and able to meet deadlines.
 - Have reliable transportation and a current Montana driver's license and liability insurance.
 - Sign a release authorizing a criminal background check with an appropriate agency.
 - Have no prior convictions of physical or sexual abuse of children.

Physical Demands & Working Conditions:

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.

- Must be able to perform the physical expectations of working with youth ages 13 to 17.
- Must be able to lift 25 pounds.
- Continuous standing and walking.
- Frequent bending, stooping and squatting.
- Full use of hands and arms frequently.
- Frequent repetitive movement, especially with hands and arms.

- Grasping.
- Normal hearing both in conversation and with a telephone.
- Frequent speaking in a clear and understandable manner.
- Good close, distance and peripheral vision and ability to distinguish colors.
- Some exposure to offensive language, angry clients and threats.

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.