



Job Description

TITLE:	Juvenile Program Facilitator	JOB CODE:	3890
DEPARTMENT:	Juvenile Services	FLSA:	Non-Exempt
PREPARED:	November 2005		
UPDATED:	September 1, 2022	LOCATION:	Farmington, NM

Summary: Under general supervision of the Juvenile Services Director or designee, develops and facilitates various educational programs within the juvenile detention center and crisis shelter. Responsible for guiding program activities; assesses the juvenile's interests, skills, abilities, and educational/recreational needs based on observation and program goals. Assign tasks and work with staff to organize and facilitate activities for juveniles; work indoors and outdoors to organize, supervise, and engage in fitness activities. The Juvenile Program Facilitator must have great interpersonal communication skills combined with initiative, enthusiasm, and creativity to ensure the juvenile's needs and program goals are positively met.

Essential Job Functions: The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Administer and facilitate facility projects and programs for youth 12-19 years of age.
- Coordinate unit activities after school and during summer months and holidays.
- Assess the needs of the youth in planning and developing programs related to, e.g. Health, fitness, smoking, drugs, relationships, communication, self-esteem, life skills, career planning, etc.
- Deliver programs via discussions, art-based activities, environmental projects, outdoor education, sports/fitness activities, and hands-on activities without compromising facility security.
- Mentor individuals to encourage social inclusion.
- Develop and establish community contacts to identify and implement programs utilizing community volunteers.
- Administer programming that develops personal growth in clients who will be released back into the community.
- Assess programs to ensure they meet goals and objectives for desired outcomes and implement changes as needed.
- Responsible for updating daily progress notes in client data base.
- Responsible for clerical assignments pertaining to all facility programming.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Must balance nurturing and listening while setting limits.
- Must have good communication skills.
- Must have organizational ability as well as be adaptable and flexible while maintaining a safe environment.
- Must possess understanding of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Must have strong personal boundaries.
- Ability to work various days and hours including evenings, weekends and holidays.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of basic office procedures, including typing letters, forms, invoices, memos, requisitions, and reports.
- Knowledge of customer service principles, practices and techniques.

Job Description

Juvenile Program Facilitator

- Knowledge of County policies and procedures.
- Skill in scheduling and facilitating assignments.
- Skill in communicating effectively, both orally and in writing.
- Skill in effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Skill in the use of basic mathematics.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in coordinating calendars, appointments, assignments, and similar activities.
- Skill in researching, compiling, and preparing reports and related information.
- Skill in following oral and written instructions, policies, and procedures.
- Skill in the use of a personal computer and standard business software.

Education and Experience:

- AA Degree in human services or related field and two (2) years of relevant work experience within juvenile justice; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Experience working with at-risk youth is preferred.
- Must be able to pass a full-scale background check and CYFD background clearance.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and outdoors in various weather conditions; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Engage in active recreational activities to include sports and fitness (basketball, football, volleyball, and badminton), gardening/horticulture, arts, and life skills. Due to the nature of the activities requires cognitive and physical abilities of bending, lifting, crawling, reaching, and maintaining a positive atmosphere.
- Full-time work hours for this position consist of non-traditional hours, such as weekends, evenings, and/or overtime as a requirement for the operations of the facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____