



MAUI FAMILY SUPPORT SERVICES  
JOB DESCRIPTION

**Youth Services Facilitator**

Job Title: Youth Services Facilitator  
Department: Youth Services Program  
Reports to: Program Supervisor  
FLSA Status: Non-Exempt  
Prepared By: CEO and Program Supervisor  
Prepared Date: 09/02/14  
Revised Date: 09/02/14, 02/06/2016, 06/02/2016, 08/08/16, 04/05/18

Approved By: E. Byrnes-Lama Date: 3/29/19  
Chief Executive Officer

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Summary:**

Under the direction of the Program Supervisor, the Youth Services Facilitator is responsible for program implementation and interactive facilitation of Life Skills for students in local Middle and High Schools. The Youth Services Facilitator assists students in increasing school connectedness and develop resiliency to become and remain drug free. She/He ensures curriculum and services are age- and culturally-appropriate, facilitate youth development, and promote responsible, positive peer interaction. She/He ensures that substance abuse prevention is at the center of all curriculum, activities, and demonstrations.

The Facilitator is responsible for providing resources and referrals to youths, assisting them in strengthening their ability to prevent unplanned pregnancies and increase their knowledge of and attention to pregnancy prevention and sexually transmitted infections (STI).

**Essential Duties and Responsibilities:**

**Direct Services:**

1. Establishes a trusting relationship with youth (groups and individuals) through the facilitation of the evidence-based Life Skills Training with fidelity.
2. Coordinates and facilitates safe and nonjudgmental groups for youth. Makes arrangements for the following:
  - Session supplies;
  - Cultural-based activities;
  - Set-up of physical environment; and
  - Speaker or curriculum.
3. Has working knowledge of pregnancy prevention strategies.

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MAUI FAMILY SUPPORT SERVICES  
*JOB DESCRIPTION*

**Youth Services Facilitator**

4. Provides education and support to large and small groups of youth on Relationships, Independence, Competence, Creativity, and Optimism.
5. Provides education and support to large and small groups of adolescents on pregnancy prevention and sexuality. Participate in community health and/or educational fairs.
6. Solicits and encourages participant feedback, through evaluation, in design and development of program. Implements improvement based on communication from participants.
7. Coordinates and facilitates classes at local middle and High Schools regarding pregnancy prevention and life skills.
8. Meets with Program Supervisor weekly for individual Supervision and monthly for group supervision with MFSS Staff involved in the Youth Services program.
9. Collaborates with School staff and teachers to facilitate Life Skills classes during Health period and during after school program sessions.
10. Performs quarterly evaluation of School staff working with MFSS.
11. Reviews and reports on progress in meeting program objectives.
12. Maintains confidentiality of records and all related information.
13. Demonstrates knowledge of community resources and uses these appropriately to meet the needs of participants.
14. Demonstrates organizational skills independently managing workload and related responsibilities, including planning and evaluating with participants the activities for groups.
15. Demonstrates:
  - a. A commitment to empowering others to solve their own problems;
  - b. The ability to establish a respectful relationship with persons served to help them gain skills and confidence; and
  - c. The ability to maintain a helping role and to intervene appropriately to meet service goals and to set appropriate limits.
16. Recognizes the need for professional intervention and makes appropriate and effective referrals.
17. Records pertinent information related to youth and their families such as observations made, activities conducted and interventions used to address stress reduction.
18. Performs other related duties as assigned.

**Administrative Tasks:**

1. Reports unsafe conditions, injuries/illnesses and incidents in a timely manner.
2. Conducts monthly, quarterly, and annual participant record reviews and maintains required data collection systems for projects, including information for monitoring reports and completing reports and project evaluations in a timely manner.
3. Reviews participants on a regular basis and ensures that any participant that may be involved in “imminent harm” or “threatened harm” is referred for possible Child Welfare Services (CWS) report.
4. Ensures that all contract requirements are met for assigned programs including defined services, activities, target group numbers, outcomes and designated participant assessments.
5. Attends staff meetings and participates in agency in-service training and other meetings as required.
6. Represents MFSS in public presentations, community meetings in a professional manner.
7. Coordinates with MFSS Administrative staff to arrange travel for events, set up conference calls and webinars, requests inventor and/or supplies needed for the program in a timely manner.

O:\HUMAN RESOURCES\Job Descriptions\Youth Services Facilitator rev. 3.29.19

MAUI FAMILY SUPPORT SERVICES  
JOB DESCRIPTION

**Youth Services Facilitator**

**Employee Standards**

Customary Compliance

1. Adheres to administrative and program rules, policies, procedures and objectives.
2. Assists in care and maintenance of program equipment and supplies.
3. Consistently reports to work on time and ready to work at the appointed start time.
4. Provides proper notification when late or absent.
5. Adheres to and abides by the agency's Code of Ethics.
6. Reports to work well-groomed and in compliance with the agency's dress code.

Fiscal Responsibility

1. Adheres to productivity guidelines for program and agency.
2. Manages equipment, materials, supplies and time within budget.
3. Submits timesheets, disburse requests, etc. and other fiscal forms accurately and timely.

Performance Quality Improvement (PQI)/Quality Assurance

1. Uses the values, philosophy, tools and techniques of PQI to support the organization's quality in all daily work.
2. Actively participates in PQI education.
3. Actively participates in committees, teams, and task forces as requested.
4. Develops and implements action plans for performance improvement and understands what is necessary in order to meet Agency's needs and expectations.

Mission

1. Demonstrates the ability to interact in a positive and helpful manner with participants, visitors, volunteers, Board, Community and staff.
2. Respects the dignity of all by maintaining their privacy, ensuring confidentiality and maintaining appropriate boundaries.
3. Exhibits a commitment to the organization's mission.
4. Reflects commitment to building a supportive work environment and maintains a positive attitude in the work place and toward the job.
5. Projects a good image in engaging with the public and is willing to make an extra effort to help build a quality and caring social services organization.
6. Demonstrates the ability and sensitivity to work with diverse cultures within the community.

Effective Communication

1. Demonstrates effective communication skills by conveying necessary information accurately and concisely, respectfully, listening effectively, and asking pertinent questions.
2. Communicates effectively with all MFSS programs and staff, both orally and in writing; can read and understand written material and is able to write effectively to meet the job requirements.

Staff Relations

1. Establishes and maintains cooperative relationships with participants, staff, and others using a humanistic attitude (anticipates needs, is respectful, caring and courteous).

MAUI FAMILY SUPPORT SERVICES  
*JOB DESCRIPTION*

**Youth Services Facilitator**

2. Teamwork: interacts with fellow workers in a way that promotes a harmonious and cooperative working environment. Volunteers and interacts in a supportive helpful manner.

Environmental Safety

1. Adheres to safety, health and regulatory requirements as described in the administrative and program operations and policies and procedures.
2. Reports incidents and unsafe work conditions to supervisor and/or member of Executive Leadership Team, immediately.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other qualifications listed below are needed to adequately fulfill essential job duties. Position requires the ability to transport participants on an as needed basis. Reasonable accommodations may be made to enable differently-abled individuals to perform the essential functions.

- Current and valid driver's license.
- Current and clean driver's abstract.
- Access to a registered vehicle with a current automobile insurance.
- Current TB clearance.
- Current and clear background checks
- Able to relate with sensitivity and respect to a diverse group of people.
- Comfortable with statistical information.
- Proficient use of computer and software applications.
- Able to use all office equipment (copier, computers, phone, etc.).
- Good written and verbal communication skills.
- Must be responsible, flexible, organized and able to prioritize different tasks, and multi-task.

**Other Skills:**

Facilitator has experience in working the populations of families, children, and youth served by MFSS, including populations with special needs, and is able to use a prevention framework when working with families and collaborating organizations.

**Education and/or Experience:**

Previous experience in Public Speaking and Group Facilitation. Demonstrated experience in effectively engaging and working with youth; ability and demonstrated effectiveness and experience engaging youth; ability to establish and maintain approaches to ensure gender relevance. Knowledge of local community resources for youth. Minimum requirement of HS/GED diploma; Certified Prevention Specialist (CPS) or willingness to obtain CPS, preferred.

**Language Skills:**

O:\HUMAN RESOURCES\Job Descriptions\Youth Services Facilitator rev. 3.29.19

MAUI FAMILY SUPPORT SERVICES  
*JOB DESCRIPTION*

**Youth Services Facilitator**

Ability to read, analyze, and interpret technical procedures or governmental regulations. Ability to write reports, grants and business correspondence and procedure manuals. Ability to effectively present and respond to questions from groups of managers and governance body.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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, talk, and listen. Mostly sedentary work, occasional reaching, stooping, bending, kneeling, and crouching. The employee should have manual dexterity to accomplish all aspects of clerical functions, such as filing, typing, Xeroxing copies, etc. The employee may occasionally lift and/or move up to 10-15 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:**

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