



OPEN UNTIL FILLED



Job Title: **Bilingual School-based Contract Facilitator** (Special Projects Children, Youth, and Family Services)

Reports To: Director, Youth Services

FLSA Status: N/A

The bilingual English/Spanish facilitator positively impacts transcending barriers and transforming communities for Baltimore City's children, youth, and families through programming and services offered at Roberta's House – A Family Grief Support Center. Roberta's House is nationally recognized as the premier mental health and community-focused expert in grief and loss in an urban setting.

The contractor completes intake and conducts psychosocial assessments, offers supportive bereavement counseling, and works up to 30 weekly in a non-supervisory position at the beautiful state-of-the-art building in Baltimore, Maryland, campus. They use approved curricula, including art, in group activities. The hourly rate is \$28. The position provides peer support facilitation that ensures the quality of programmatic services in the school-based, grades K-12, grief and emotional wellness programs such as *"Good Grief Workshops"* and *"Growing Through Loss."* The facilitator may also liaise between all Baltimore partner schools' principals, leadership, and Roberta's House (RH).

Responsibilities

- Complete psychosocial assessments
- Demonstrate ability to work closely and effectively with individuals from a multi-cultural background, across generations, and at socio-economic levels
- Lead program and art activities for youth
- Demonstrate experience using Microsoft Word, Excel, PowerPoint, Outlook, and ability to learn and use a case management system
- Help develop educational PowerPoint materials and execute approved curricular
- Collaborate and work directly with educators and administrators of partner schools or social services and demonstrate an understanding of pedagogy for school-age learners
- Possess a knowledge of crisis intervention and youth-related program areas
- Facilitate peer support groups for assigned age group
- Demonstrate track record in developing, communicating, implementing, and pivoting strategies in rapidly changing environments
- Track performance of the face-to-face interaction with students, parents, educators, and group support meetings to achieve positive, measurable, and sustainable results
- Assist with assigned projects and communicate changes and progress

QUALIFICATIONS

The candidate shall have one year (1) of directly related experience in youth program development and leadership or related work activities.

Education

Associate or Bachelor's in human services, education, public administration, sociology, or psychology or LBSW from an accredited college or university supplemented, and two years of progressive experience in an education environment, social work, mental health, public safety, non-profit, or related environment.

Project management certification is desirable but not required.

Employment is subject to successfully completing a background and drug screen investigation.

Core Competencies

--Stay abreast of current education services trends and practices through networking and publications to develop new programs to meet changing needs in Baltimore City's communities

--Possess outstanding verbal and written communication and public speaking/presentation skills, and the ability to lead (facilitate) group meetings/sessions

--Understand the principles of program and child development and counseling

General Requirements

--Ability to collaborate and regularly work in an office environment or work off-site as needed

--Ability to drive oneself or secure reliable transportation to reach all areas within Baltimore City's program jurisdiction and submit proof of vehicle insurance, if necessary

--Flexible scheduling to allow for work outside of regular business hours as requested

--Ability to walk distances, use stairs as required, and work in a fast-paced, cooperative, and non-smoking environment

--Pass a background and drug screen tests

Email a resume and letter of interest to bwright@robertashouse.org

Roberta's House is an equal opportunity employer regardless of race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under the law.