



# COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

## JOB POSTING

**APPLICATION DEADLINE:** Open until filled

**JOB TITLE:** Chester County Prevention Program Facilitator (Bi-Lingual preferred)

**REPORTS TO:** Prevention Program Coordinators

**STATUS:** Non-Exempt

**HOURS:** Part-time (Seasonal, As Needed)

### **SUMMARY DESCRIPTION:**

The Program Facilitator works within the schools and community as an ambassador for Compass Mark and is responsible for implementing prevention curricula for children and youth. The Program Facilitator provides psycho-educational support programs approved by the state of Pennsylvania to prevent alcohol, tobacco, other drug use and gambling.

### **PRIMARY RESPONSIBILITIES:**

#### **Curriculum Knowledge and Delivery**

1. Attend trainings as scheduled to acquire skills and subject matter for proper facilitation of Compass Mark programs.
2. Acquire sufficient knowledge of age-specific prevention curricula offered by Compass Mark, and work with the Prevention Coordinator to market these offerings within schools and the community.
3. Provide regular program facilitation as requested by Compass Mark, declining no more than two facilitation opportunities per year.
4. Work with students to enhance development of healthy decision-making, concern about self, family and peers, and coping skills.
5. Adhere to all program standards, policies and procedures to ensure the safety of all children and the confidentiality of their discussions.

#### **Program Evaluation**

1. Administer program pre- and post-tests to students and return evaluation forms to the Data Support Specialist.
2. Collect and ensure accuracy of all program attendance sheets, and return to the Data Support Specialist on a timely basis.

#### **School and Community Relationships**

1. Establish and maintain strong working relationships with school counselors, administrators, teachers and other individuals, leading to effective and coordinated delivery of programs in schools and community organizations.

2. Report any concerns for the safety, health and welfare of any student you come into contact with through the course of your work as defined by Compass Mark policy and procedures.
3. Support the mission of Compass Mark in the community and adhere to the agency's core values.

**QUALIFICATIONS:**

**Education & Skills:** Bachelor's degree in Education or a Human Services discipline. Minimum 2 years of experience working with children and adolescents. Teaching or other school-based experience is preferred, or any combination of education, training and experience that demonstrates the ability to perform the duties of the position. Excellent verbal and written communication skills including proven ability to build strong rapport with children and adolescents. Bi-lingual preferred.

**Qualities:** Strong organizational skills and capacity to manage multiple projects; Ability to effectively facilitate a group and encourage learning of new behaviors and skills; Creativity; Flexibility with work hours and locations; Ability to work in a multicultural and diverse environment utilizing collaborative and team-oriented approaches; Commitment to high professional ethical standards.

**Language & Reasoning:** Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively in English, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

**Travel:** Employee must have access to a personal vehicle and be able to travel, generally up to 25 miles per day depending on program location. The employee must also possess a valid driver's license and required vehicle insurance.

**Work Environment and Physical Demands:** The employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must be able to occasionally lift and/or move up to 25 pounds. Other abilities required by this job include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

***Equal Opportunity Employer / MF***

*All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, handicap, or sexual preference.*

***Compass Mark values diversity and desires applications from diverse individuals.***

**To apply:** Email a cover letter and resumé to Liz Sanchez-Stanley at [lsanchez-stanley@compassmark.org](mailto:lsanchez-stanley@compassmark.org) or mail to: Compass Mark, Liz Sanchez-Stanley, 1891 Santa Barbara Dr. Suite 104, Lancaster, PA 17601. No phone calls, please.